



# BCTF

**British Columbia Teachers' Federation** A Union of Professionals  
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 [bctf.ca](http://bctf.ca)  
604-871-2283 1-800-663-9163 

## **Communications and Campaigns Division**

### **Assistant Director—Magazine Editor/Internal Communications**

#### **Full-time continuing position**

#### **The role**

Reporting to the Director of the Communications and Campaigns Division and the Executive Director, the Magazine Editor/Internal Communications staff person works with the Assistant Editor/Designer to produce the *Teacher* magazine, prepares internal communications to members and works with the CCD administrative staff team on the Federation's overall communications and campaigns.

#### **Duties and responsibilities**

- co-ordinates the preparation, editing and production of the *Teacher* magazine.
- assists with the preparation of the Federation's internal communications and bulletins to members.
- co-ordinates the meetings of the Federation's *Teacher* magazine Editorial Board.
- assists with the overall work related to the Federation's communications and campaigns, and with the ongoing and emerging priorities in communications.
- works with CCD administrative staff to provide communications support to locals and communications training at Federation leadership events.
- assists with photography at Federation events and for BCTF publications.

#### **Necessary qualifications**

- excellent writing and editing skills, and ability to adapt writing style to fit different publications, communications vehicles and audiences.
- expertise in the use of traditional and social media communications tools and in developing communications plans.
- computer proficiency.
- knowledge of online publishing strategies and structures.
- photography skills.
- excellent administrative, organizational, communication and time-management skills.
- ability to meet tight deadlines, handle numerous concurrent responsibilities, quickly integrate new information and respond to emergent issues.
- university training, public school teaching experience, preferably in BC.
- extensive voluntary and elected service in teacher organizations and knowledge of Federation priorities, goals and objectives.

#### **Desired qualifications:**

- communications workshops or courses.

**Other:** Willingness to work evenings and weekends, and flexible to travel.

**Salary:** Starting salary is \$100,375 per annum depending on BCTF staff experience, if any. Full range of benefits.

**Appointment date:** September 1, 2020, or a mutually agreeable date.

**Applications:** Only applications received in writing by 5:00 p.m., Wednesday, June 10, 2020, will be considered. Send a letter of application, citing job posting number JP1112, and résumé including reference contact information by email to [postings@bctf.ca](mailto:postings@bctf.ca) or by mail to the BCTF Human Resources Department, BC Teachers' Federation, 100-550 West 6th Avenue, Vancouver, BC V5Z 4P2. (Please contact Jeannine Coulombe at 604-871-2200 or toll free 1-800-663-9163, ext. 2200, to indicate that you have emailed your application.)

**Deadline for applications is 5:00 p.m., Wednesday, June 10, 2020.**

*Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member an equity-seeking group, which includes female, trans\* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*