

Job title:	Communications Specialist
Department:	Centre for Advancing Health Outcomes (Advancing Health) & CIHR Pan-Canadian Network for HIV and STBBI Clinical Trials Research (CTN+) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	\$65,000 - \$72,000
Full/Part-time:	Full-time (37.5 hours/week)
Appointment Type:	This is a 1-year maternity leave coverage position. This is a Providence Health Care temporary, non-contract (union-excluded) appointment. All research positions are dependent on grant funding continuing to be available.
Desired Start Date:	As soon as possible
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume and cover letter to hr@advancinghealth.ubc.ca ; applications that don't include both will not be reviewed

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. Advancing Health welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

We welcome applications from candidates legally entitled to work in Canada.

Who We Are

Bridging the gap between data, research, and care, [Advancing Health](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level.

[CTN+](#) is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, Advancing Health and CTN+ seek to improve health outcomes for all.

Our Commitments to You

At Advancing Health/CTN+, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks of paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Resources to support health, wellness, and work–life balance
- Extended health and dental plans

The Role

The Communications Specialist (Mat Leave Replacement) values a collaborative, can-do, and results-oriented work culture. This role will support the Communications team in helping to create visual marketing materials, update stakeholder contact lists, and provide help as needed to the Director, Knowledge Translation on the delivery of current projects. Some of the work performed includes:

- Pitch, coordinate, write, and post blog updates, news stories, spotlight features, etc., for two websites
- Write and update plain language summaries of research studies and results
- Works with CTN+ and Advancing Health investigators and community members to produce communications and knowledge translation materials to support their studies
- Maintain up-to-date lists of publications and media appearances
- Design digital, video, and print assets
- Create, edit, and publish e-newsletters as needed
- Create new webpages and update websites when necessary
- Coordinate the translation of CTN+ materials as needed

Minimum Qualifications

Completion of a degree/diploma in a relevant field from a post-secondary institution plus a minimum of three years of related experience; or an equivalent combination of education and experience.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own.

Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

- Aptitude for multi-tasking concurrent projects while maintaining an eye for detail.
- A team contributor who can communicate clearly, effectively, and positively with others.
- Experience working with various mediums, including print, video, web, and social media.
- Expertise using Mailchimp.
- Aptitude for establishing and maintaining strong working relationships.
- Strong spoken communication skills.
- Ability to prioritize and organize work in a deadline-driven context.
- Photo and video editing, as well as comfort with graphic design programs and principles.

- Ability to translate English communications to French is an asset.
- Knowledge of WordPress and the Adobe Creative Suite (e.g., InDesign, Illustrator, and Photoshop).
- Experience with MS Office suite.
- Ability to meet deadlines, handle multiple tasks, and balance priorities in a dynamic workplace.
- Ability to maintain flexibility and a positive attitude while performing in a fast-paced environment.

Location

This position is located in a health care facility and has historically included requirements related to vaccinations and wearing medical masks to ensure safety.