

# Communications Coordinator

<b>BULLETIN NUMBER:</b>	<b>913/E/23</b>	<b>DATE POSTED:</b>	<b>February 28, 2024</b>
<b>SCHOOL:</b>	<b>LOUIS RIEL SCHOOL DIVISION NORBERRY BOARD OFFICE</b>		
<b>COMMENCING:</b>	As soon as can be arranged		
<b>COMPENSATION:</b>	\$59,644 - \$66,128 annually		
<b>HOURS:</b>	35 hours per week, 12 months per year		

## JOB SUMMARY:

Reporting to the Communications Manager, and under direction of the Superintendent of Schools, the Communications Coordinator will contribute to LRSD's strategic communications objectives by creating content to support internal and external communications, crisis communications, and assisting with media relations. The incumbent will use communications best practices to support LRSD's Multi-Year Strategic Plan, its vision, mission, and values.

## RESPONSIBILITIES AND DUTIES:

Responsibilities will include, but not be limited to:

- Source and create social media posts, website stories, and newsletters highlighting divisional stories (appreciation spotlights, news and updates, events, opportunities, etc.).
- Monitor and manage communications inquiries, including interview requests from the media.
- Build and maintain relationships with new and existing media partners.
- Create and disseminate communications due to unexpected and urgent situations to families/staff/students/media/community members.
- Monitor public platforms and manage communications (e.g. comments) as necessary.
- Perform other relevant duties, as required.

## QUALIFICATIONS (EDUCATION AND SKILLS):

- Creative Communications diploma or a post-secondary degree in communications, public relations, rhetoric, or related field.
- Minimum two (2) years' experience in communications. A combination of education and experience may be considered.
- Story creation and editing experience in traditional and digital mediums.
- Ability to manage multiple projects under tight timelines and deliver on deadlines.
- Experience with Adobe Creative Cloud and Microsoft Office 365 suite.
- Experience managing social media platforms – Facebook, Instagram, LinkedIn, X, etc.
- Knowledge of the public school system is considered an asset.
- Excellent verbal and written skills in both official languages (English and French) preferred.
- Writing samples will be required as part of the application process.

## CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Clear report from the Child Abuse Registry.
- Completion of Respect In School or equivalent training.
- Review and comply with Divisional policies and guidelines.
- Valid Manitoba Driver's License, current Driver's Abstract, and access to a reliable vehicle.
- Continued employment is subject to maintaining legal eligibility to work in Canada.
- Ongoing commitment to Divisional Professional Development in the areas of Diversity, Equity, Inclusion, and Technology.

## APPLICATION PROCEDURE:

The Louis Riel School Division is committed to employment equity and accessibility. We encourage applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, identities.

- Apply by using the LRSD online submission process at [www.lrsd.net](http://www.lrsd.net).
- Include in your resume and cover letter your strengths and abilities and clearly define how you meet eligibility for the role.
- Identify the names and contact information of three references.
- Address cover letter and resume to Staff Services, Louis Riel School Division.
- Quote the Bulletin Number on the application; a separate application is required for each job bulletin.
- Upload your resume and cover letter as one document.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

<b>APPLICATION DEADLINE:</b>	<b>4:00 p.m., Friday, March 15, 2024</b>
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