



Communications Officer

Quest University's Marketing and Communications team seeks a full-time Communications Officer for a one-year maternity leave contract starting December 2, 2019. The Communications Officer is responsible in assisting in all areas of marketing, communications, advertising and promotion of the University. The Quest Marketing and Communications Department serves clients across campus, including Admissions, Advancement, Student Life, and more.

This Officer will write, update, and edit content for digital and print materials; create and implement a social media strategy, including making daily posts; write promotional materials; interview alumni, students, and faculty for feature stories; write copy for event posters and press releases; and be in charge of newsletter content. The Officer captures key messages and ensures consistency, accuracy and branding by following the Style Guide in written communications for Quest in all areas of marketing, advertising, and promotion of the University.

The Marketing and Communications office consists of a team of three people who work closely together, but each member has their own vital functions to ensure the office runs efficiently. The successful candidate will be a team player, but also capable of working independently.

QUALIFICATIONS:

- Comfortable communicating and working directly with a graphic designer, as well as with students, staff, faculty, alumni and other members of the community
- Firm understanding of Mailchimp: generating and maintaining contact lists and audiences, creating campaigns and invitations for multiple departments, pulling reports for data review, etc.
- General working knowledge of WordPress
- 3-5 years' experience in marketing or communications, with strong skills in social media and copywriting
- A four-year university degree in a writing-intensive field is required
- Grammatical, editing and proofreading skills must be impeccable
- A background in postsecondary education marketing, and the liberal arts in particular, is desirable, but not essential

Quest offers a creative environment where the right candidate can grow professionally and be part of a place that values curiosity and innovation. We believe in collaboration and are a supportive group that works hard and has fun together.

Quest is Canada's first independent, not-for-profit, secular liberal arts and sciences university, and opened its doors in 2007. Our campus is situated amidst the Coast Mountains in Squamish, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest's innovative academic program, highly engaged student population, and outstanding faculty are gaining world-wide recognition. Quest offers a competitive salary and a dynamic workplace. *For more information about Quest, visit us online at www.questu.ca.*

To Apply: Email a cover letter and your resume in pdf format to human.resources@questu.ca

Closing date: November 4, 2019 at 5 pm

Start date: December 2, 2019

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***