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SUPPORT STAFF POSITION OPPORTUNITY

Job Title: Writer & Content Creator
Division/Department: Marketing & Communications
Reporting To: Manager, PR & Communications
Start Rate: \$31.06

Competition #: 2019-095
Classification: Payband H
Campus: North
Maximum Rate: \$36.06

SUMMARY OF DUTIES:

The Writer and Content Creator is a member of Humber's Marketing & Communications team, and is responsible for journalistic-quality written and web-based communications that enhance the image and reputation of Humber College Institute of Technology & Advanced Learning. Reporting to the Manager, PR & Communications, the successful candidate is responsible for identifying, researching (through interviews and otherwise) and writing/producing content for humber.ca/today and other publications and projects that support executive, departmental and school initiatives, including viewbooks, full-time calendars, recruitment materials and various print and digital collateral. The incumbent will be a multiplatform storyteller who is able to distill a 500-word written piece into 280 characters for Humber's social media accounts and integrate social media assets into traditional stories. In collaboration with other college stakeholders, the incumbent will also help develop and maintain social media channels and assets, including content and campaign creation. The successful candidate will have photography experience and be responsible for supporting social media and editorial stories with appropriate images.

Hours of Work: 40 hours per week; occasional evening/weekend work required

Skill Testing Required: Yes

QUALIFICATIONS:

The successful candidate will possess a three year diploma / degree or equivalent as well as a minimum of two years of practical work experience as a writer, journalist or public relations/communications specialist. Experience in writing news/feature stories for print, online and social media platforms, print and web editing, writing and producing postsecondary/corporate publications, and editing/supervising editorial workflow, logistics, timelines and project parameters is required. The successful candidate will have demonstrated experience and strong knowledge of English language and grammar, CP style, writing and editing for the web (including working with a CMS), social media and print, online community building through social media, writing and guiding print publication development and production and the latest trends in postsecondary education, print and web writing and editing, and web analytics. Preference will be given to those with experience in the postsecondary education sector. Other qualifications include superior oral and communication skills, photography and multimedia skills, proven project management skills and a demonstrated

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ability to work independently and as part of a team. A valid driver's license and access to a vehicle are highly recommended for this position.

***This posting is directed to Humber's internal full-time employees. However, after the internal candidate process is completed, external applicants will be considered if necessary. Under the external candidate process, only applicants selected for an interview will be contacted. We thank all applicants for their interest in this position.**

Humber College is committed to a workforce that reflects the diversity of our students and our city. We actively seek qualified individuals from equity seeking groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity and inclusion in a post-secondary environment. Humber College is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our Recruitment Coordinators will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

OPEN DATE: April 2, 2019

CLOSE DATE: April 15, 2019

A detailed job description for this position is available in HR Services. All candidates are asked to submit a cover letter and resume to HR Services by applying online at:
www.humber.ca/careers