

Job title:	Communications Specialist (Mat Leave Coverage)
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	\$61,000–\$68,000 per year; a competitive benefits package including four weeks of paid vacation per year to start, extra paid time off during the winter holidays, and extended health and dental plans
Desired Start Date:	March 10, 2023
Full/Part-time:	Full-time (37.5 hours/week)
Term:	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.
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume, cover letter, and one writing sample to hr@cheos.ubc.ca .

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. CHÉOS 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, [CHÉOS](#) is a collaboration between cross-disciplinary scientists and qualified research staff evaluating the effectiveness of health interventions at the population level.

The [CTN](#) is a collaborative network focused on generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through 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, CHÉOS and the CTN seek to improve health outcomes for all.

Our Commitments to You

At CHÉOS, we are driven to providing an inclusive and collaborative 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
- Other paid leaves to support health, wellness, and work–life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan (MPP) with employer-matched contributions (temporary-status employees can join the MPP after 12 months of continuous service)

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 Manager, Communications & Knowledge Mobilization 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
- Maintain up-to-date lists of publications
- 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

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.

Preferred Qualifications

- Aptitude for multi-tasking concurrent projects while maintaining an eye for detail.
- A team player 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.

Working Conditions and Covid-19 Vaccine Mandate

The position will work at CHÉOS, located in St. Paul's Hospital, and will be provided with an appropriate workspace. Some flexibility for remote work arrangements (in line with PHC policy) may be provided.

This position is located within a health care facility. Therefore, this position requires successful verification of complete vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.