

NEWSPAPER EDITOR AND SOCIAL MEDIA SPECIALIST

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 15,000 residents who live in the University of British Columbia's Point Grey campus. At the UNA, we have built a workplace culture centred around creating strong and diverse communities.

We are looking for a Newspaper Editor and Social Media Specialist to join our team. You have a knack for editing and organizing engaging newspaper content and experience working with editorial boards and volunteer writers. You are a whiz at creating online and print publications and have experience working with web developers, graphic designers and printers. You are skilled at social media and confident engaging with various online audiences. You are collaborative, responsive and energized by working with interdepartmental teams. As one of the last people on the chain of approvals, you are organized and meticulous in ensuring that all final products are polished and error-free.

About the role:

- Liaise with the volunteers, contractors, web developers and graphic designers in the creation of an online newspaper website and printed quarterly digest.
- Provide expertise in proofreading, desktop publishing (WordPress) and print publishing (Adobe InDesign).
- Oversee the creation and implementation of a UNA social media strategy.
- Create and post content across different social media platforms.

About you:

- Minimum of three years' professional experience in journalism, editing and/or publishing.
- Minimum of three years' experience in social media management.
- Bachelor's degree in Journalism, Communications, Marketing, Marketing Communications, or other related fields.
- Experience working with editorial boards, committees and managing volunteers.
- Proficiency in the following technical platforms is required:
 - a. Adobe Creative Suite (InDesign and Photoshop)
 - b. social media content management platform
 - c. basic html, website and content management systems (WordPress)
 - d. Microsoft 365

Salary range: \$56,192 - \$76,025

The University Neighbourhoods Association offers a competitive salary, a comprehensive benefits package and a flexible hybrid in-office/work-from-home policy. Working at the UNA means a challenging and rewarding career where your goals are supported, your creativity is valued, and your colleagues are collaborative.

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter to:

University Neighbourhoods Association

202-5923 Berton Avenue
Vancouver, BC, V6S 0B3

Email: communications@myuna.ca

For more information on the UNA, and to view the detailed job description visit myuna.ca/careers.

The UNA is accepting applications until the position is filled.