



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

COMMUNICATIONS SPECIALIST (WEBSITE)

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 Communications Specialist to join our team. You have a strong understanding of web communications, a user-first mindset, and a passion for creating clear, accessible, and engaging digital experiences. You are skilled at managing website content, interpreting analytics, and improving performance through thoughtful design and structure. You thrive in a collaborative environment and are motivated by the impact of effective communication in building community awareness and participation.

Key Responsibilities:

- Manage day-to-day website updates, ensuring content is accurate, accessible, and aligned with brand standards.
- Design and optimize user-friendly web pages and improve site structure based on analytics and user behaviour.
- Monitor website performance and apply SEO best practices to increase visibility and engagement.
- Write, edit, and proof website content and support digital and print communications across channels.
- Coordinate communications projects, working with internal teams and external partners to deliver on timelines.
- Liaise with third-party web developers and UBC stakeholders to support website improvements and projects.
- Support communications initiatives, including events, campaigns, and organizational priorities.

Qualifications:

- Minimum of three years of experience in communications, digital content, or web management.
- Bachelor's degree in Communications, Marketing, Journalism, or a related field.
- Strong writing, editing, and proofreading skills, with the ability to adapt content for web audiences.
- Proficiency in content management systems, Google Analytics, SEO tools, Adobe Creative Suite, and Microsoft 365.
- Experience using analytics and user insights to inform content and design decisions.
- Knowledge of accessibility and inclusive communication best practices.
- Experience in a non-profit or municipal environment is an asset.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.

Work Schedule & Compensation:

- Full-Time: Monday to Friday (occasional evenings and weekends as required)
- Compensation: \$65,000–\$70,000 annually (depending on experience)

The University Neighbourhoods Association offers a competitive salary, a comprehensive benefits package and a flexible hybrid in-office/work-from-home policy. We foster a collaborative and dynamic work environment where your creativity is valued, and your efforts directly impact the community.

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If you are passionate about digital engagement and community building, we want to hear from you! To apply, please submit your resume and cover letter to:

University Neighbourhoods Association

202-5923 Berton Avenue

Vancouver, BC, V6S 0B3

Email: marketing@myuna.ca

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

Application Deadline: May 18, 2026