

COMMUNICATIONS SPECIALIST (WEBSITE)

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 18,000 residents who live in the University of British Columbia's Point Grey campus.

We are looking for a Communications Specialist to lead the day-to-day management and continuous improvement of the UNA website. This role plays a key part in how residents access information, discover programs and services, and engage with their community. 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 website and digital experiences through thoughtful content, structure, and user experience design. You are comfortable taking ownership of web projects, balancing day-to-day priorities with long-term improvements, and collaborating across departments to support organizational goals.

At the UNA, your work directly shapes how thousands of residents connect with programs, services, events, and community information. You will join a collaborative team environment where creativity, initiative, and continuous improvement are valued.

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.
- Contribute to communications initiatives, including events, campaigns, and organizational priorities.

Qualifications

- Minimum of five 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 UNA offers a competitive salary, a comprehensive benefits package and a hybrid in-office/work-from-home policy.

How to Apply

Review the detailed job description by visiting myuna.ca/careers.

Submit a **cover letter** and **resume** no later than May 22, 2026 to:

The Hiring Manager
Subject: Communications Specialist Application

University Neighbourhoods Association
3335 Webber Lane
Vancouver, BC, V6S 0H3

Email: marketing@myuna.ca