



304-1080 Howe St. | Vancouver, B.C. | V6Z 2T1, Canada

Communication Manager Position

(Please follow the application instructions at the bottom of this posting.)

About Us

The Vancouver Pride Society strives to produce inclusive, celebratory events, workshops and educational opportunities to advocate for 2SLGBTQAI+ communities through an intersectional lens. To strengthen the sense of community, and contribute to the vibrancy, health and overall well-being of all persons in the community, VPS produces the annual Vancouver Pride Parade and Sunset Beach Festival, in addition to other annual events.

Position

The role of the Communications Manager is to develop and implement a communications strategy for Vancouver Pride Society (VPS) which advances the public reputation of VPS, informs the public of VPS activities and facilitates internal and external communication.

Duties and Responsibilities

Management

- Develop an annual communications strategy for VPS
- Create communications plan which increases awareness of VPS activities
- Develop social media and website content calendar
- Manage internal marketing requests
- Hire, train, and supervise communication coordinator and summer interns

Operational

- Implement communications strategy, plan, and content calendar
- Create and edit content for monthly newsletter, web and social media
- Curate social media and web content
- Assist Executive Director, Board Members and other colleagues in editing materials, e-mails, and external communications when needed
- Write press releases and manage up to date media contact list
- Research topics which advance the goals and operations of VPS
- Crisis management communications as needed
- Managing social media volunteers at event sites
- Taking photos and video at event sites
- Answering information request phone calls
- Preparing resource, educational and advocacy materials for outreach
- Liaising with Event Coordinators and Event Manager to promote events
- Attending weekly staff meetings and event-specific meetings



- Assisting with events logistics such as set up and tear down, storage locker organization, office clean ups, etc.

Core Competencies

The applicant will be expected to perform duties consistent with being a Communications Manager as assigned by the Executive Director. The successful Communications Manager candidate will possess the following skills and attributes:

- Strong organizational and multitasking skills
- Exceptional written and verbal communication skills
- Ability to stay calm in high-stress situations
- Critical thinking skills
- Crisis management experience as needed
- Assist Executive Director, Board Members and other colleagues in editing materials, e-mails, and external communications when needed
- Write press releases
- Familiarity with 2SLGBTQAI+ communities, history, politics and associated intersectional terminology
- 5+ years of experience in a Communications position and/or degree in Communications
- Experience with Google Drive and Google apps such as Docs and Sheets
- Experience using Facebook, Twitter, and Instagram, TikTok and ability to create appropriate and engaging content for each platform
- Flexibility to work weekends and evenings as required
- Experience with analytic software for social media and other media campaigns
- Ability to manage a communication team and create work plans
- Exceptional skills in project management, communication plans and media partnerships

Assets

- Valid BC Drivers License
- Experience with iOS and Android apps and Wordpress

Compensation

This role will be salaried. Compensation will range from **\$66,560 - \$83,200** per year based on relevant experience. This position is **40 hours per week**, generally taking place from Mon-Fri during office hours, but requires flexibility to work evenings and weekends for events, as well as on call for emergency or urgent crisis communications. This position can start immediately and is a permanent, continuing position.



Hiring Practices

Vancouver Pride Society encourages folks of diverse backgrounds, abilities, and experiences to apply. We are an equal opportunity employer and employ people without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender identity, sexual orientation, age, marital status, or abilities.

It is our intent to have a workplace that reflects the diversity of the communities we serve. We thank you for your interest in this role. If you require an accommodation to apply, please email accessibility@vancouverpride.ca or call 604-687-0955 ext 1.

Application Instructions

To apply please follow these steps:

- 1) Please submit a cover letter detailing why you would like to work for Vancouver Pride Society, your connection to the 2SLGBTQAI+ community and your experience with managing communications, as well as, your resume to jobs@vancouverpride.ca.
- 2) Please include "Communications Manager" in the subject line.
- 3) Please also include at least 2 writing samples. These could include articles, social media posts or press releases you have written.

This posting will be open until a suitable candidate is found.