



COMMUNICATIONS MANAGER JOB DESCRIPTION

We have a great opportunity to welcome a Communications Manager to the organization that will be a key and appreciated member of a small, dedicated team. We are looking for someone who has a passion for the urban worlds around us and the skills to help us engage with those worlds, share our work and convene the people producing and participating in our programming.

Reporting to the Executive Director and working closely with the Board Chair and Committee Leads, you will be responsible for a range of content, storytelling, logistics, correspondence and material development.

You will help tell the story of our work while and within performing day-to-day maintenance and updates to communications planning and collateral including:

- leading the logistics and organization of programming committees, board meetings, selected events and special projects
- managing and engaging our volunteer list with a goal to build and support volunteer capacity, and enhance the experience and engagement of our cherished volunteers
- web mastering our recently updated urbanarium.org
- updating our online database and working with our email and contact list services
- preparing and posting social media campaigns and programming outputs
- helping to develop creative and informational assets that increase our accessibility and translate programming outputs and insights into practical, useable material for our audiences
- development and dissemination of quarterly newsletter and bi-annual press releases
- jamming with the various team members on programming, partnership and engagement ideas
- coming up with new and efficient ways of connecting with people

SUGGESTED SKILLS AND BACKGROUND

- A demonstrated interest in cities, sustainability, development, urban design, planning and/or architecture
- Experience creating, implementing and overseeing communications programs, be it internal or external
- Experience managing and scheduling people in a professional environment
- Flexibility and adaptability to take on projects, challenges and technologies as they arise



- Experience in the specific software and platforms listed below is an asset:
 - DonorPerfect (charitable database program)
 - Drupal 9 (website)
 - Zoom (meeting platform)
 - Eventbrite (events and ticketing)
 - Instagram, Facebook, LinkedIn, Twitter, TikTok and YouTube (socials)
 - Mailchimp and Constant Contact (emails and newsletter)
 - Adobe Creative Suite
 - Microsoft Office
- Good writing skills
- A knack for providing hospitality and care for stakeholders
- English proficiency. Second language fluency is considered an asset

WORKING CONDITIONS

- Work is performed in a downtown Vancouver office environment, a small, innovative pop-up studio space on Granville Island, various event venues around the region and remote from-home work when alternatives to the office is needed or preferred
- On occasion, may be required to work non-traditional hours; therefore, the ability to work on evenings and weekends will be required
- Competitive, flexible vacation time
- Professional development resources

The Vancouver Urbanarium Society acknowledges that Metro Vancouver is the unceded, traditional and ancestral territory of many First Nations including 10 local First Nations: the Katzie, Kwantlen, Kwikwetlem, Matsqui, Musqueam, Qayqayt, Semiahmoo, Squamish, Tsawwassen and Tsleil-Waututh.

As an organization that focuses on city-making, Urbanarium knows that how we relate to the land we occupy matters. We are engaged in active discussions about reconciling our relationship to colonialism and are prepared for this to change the way we work. Our programming and other outputs aim to reflect and honour Indigenous perspectives and elevate respectful approaches to land use and land rights planning, policy, practices and governance.

Urbanarium strives to be an inclusive, anti-oppressive and accessible work environment that reflects the communities we operate in. We seek to hire, train and engage people from diverse backgrounds, particularly those who experience systemic employment barriers. We encourage



applications from all qualified candidates, including people of colour, Black and Indigenous people, members of the LGBTQ2SIA+ community, gender diverse people, Disabled people, neurodivergent people, immigrants, and other candidates with lived experience of systemic oppression.

COMPENSATION RANGE: \$60,000 - \$68,000

35 hours a week

TO APPLY

Submit a cover letter and resume by 9:00 am PST on Monday, January 16, 2023 to careers@urbanarium.org

In the cover letter, be sure to explain how you meet the required qualifications, particularly in areas that are not explicitly addressed in your resume.

Ensure your application is attached as a single .pdf file. Cite the job title of the position you are applying for in the subject line.

ABOUT US

Urbanarium was first founded in 1985 by a group of committed urbanites passionate about city making. A registered charity since 2015, the mostly volunteer-run organization's mandate is informing and engaging the residents of Metro Vancouver to help guide community decision making. Through a variety of programs, very often in partnership with other organizations, Urbanarium provides the region with stimulating and easy to understand information about how our urban system works, what forces are acting upon it, what alternative futures might be realized, and what we as individuals can do to affect those outcomes.

The organization is led by an 18-person Board of Directors made up of architects, landscape architects, planners, developers, urban designers, community organization leaders and other professionals. As well, we have 12 distinguished individuals on a Board of Advisors and 100 plus energetic and committed volunteers.