

IMPORTANT: DATE STAMP THIS NOTICE AND POST IMMEDIATELY ON ALL BCGEU BULLETIN BOARDS. DO NOT REMOVE UNTIL AFTER THE CLOSING DATE BELOW.

**LEGAL SERVICES SOCIETY
POSTING**

TO: LSS STAFF (cc: BCGEU)
FROM: HUMAN RESOURCES DEPARTMENT
POSITION: COMMUNICATIONS ASSISTANT
ONE REGULAR FULL-TIME POSITION - VANCOUVER
This position is on the modified work schedule
COMPETITION NO: B068-18
DATE POSTED: JULY 9, 2018
CLOSING DATE: JULY 19, 2018
STARTING DATE: ASAP
SALARY: Job Class 10 (\$45,096 - \$51,510) "under review"

PRIMARY FUNCTION:

To produce internal and external communications materials; provide communications assistance on legal aid initiatives and projects, assist with FOI requests, and provide administrative support services to the department.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

DUTIES:

1. PROVIDE COMMUNICATIONS ASSISTANCE ON LEGAL AID INITIATIVES AND PROJECTS:

- a) Under direction of supervisor, consult with staff, provide advice on, and prepare materials for internal and external communications regarding specific projects;
- b) Collect, evaluate, assemble and edit data;
- c) Prepare reports/papers and other documents (such as MLA backgrounders) in an appropriate format and assemble information packages; and
- d) Search internal databases for specific information.

2. PRODUCE INTERNAL AND EXTERNAL COMMUNICATIONS MATERIALS

- a) Under direction of supervisor, develop and write content and take photos for the organization's intranet such as introduction of new employees, news updates on programs and services and similar news items;
- b) Provide regular oversight and maintenance of the organization's intranet;
- c) Under direction of supervisor, draft news releases, speeches and presentations; and
- d) Gather data for for communications pieces such as fact sheet updates and briefing papers.

3. ASSIST WITH FREEDOM OF INFORMATION REQUESTS:

- a) Open new files, draft routine correspondence, conduct records searches;
- b) Coordinate the retrieval of files;
- c) Select and print relevant information from internal database;
- d) Provide materials to manager for review;
- e) Prepare reviewed materials for release to applicant; and
- f) Maintain statistics and prepare reports.

4. PROVIDE ADMINISTRATIVE SUPPORT SERVICES:

- a) Monitor, search, and retrieve relevant media articles;
- b) Arrange meetings and/or conferences; contact participants;
- c) Arrange venue and catering;
- d) Make travel arrangements and monitor travel expense claims; and
- e) Assist with event planning related to communications projects.

5. PERFORM OTHER RELATED DUTIES:

- a) Perform other related duties as assigned.

QUALIFICATIONS:

Basic requirements

- diploma in communications, journalism, public relations or equivalent
- minimum 2 years relevant experience as outlined in rated requirements
- minimum typing speed 40 wpm
- advanced skill in MS Word
- Intermediate skill in MS Outlook
- Intermediate skill in MS PowerPoint
- OR an equivalent combination of education and experience

Rated requirements

- ability to communicate effectively with a wide variety of internal and external clients and stakeholders
- ability to prepare communications plans
- ability to copy edit and proofread
- ability to identify, analyze and solve problems
- ability to draft business correspondence
- ability to assess requests and determine appropriate action
- ability to organize workload, identify urgent items, and set priorities
- ability to work well under pressure, cope with a heavy workload, and meet deadlines
- ability to be discreet and manage confidential information
- ability to work with a high level of accuracy and efficiency
- ability to assign and direct work to casual help
- ability to work independently, take initiative, and function effectively as part of a team
- must have excellent communication and interpersonal skills
- must have excellent organizational skills
- must have sound knowledge of MS Windows environment and internet research tools
- knowledge of SharePoint and Dreamweaver proficiency in Adobe Acrobat and Adobe Photoshop
- knowledge of LSS policies and procedures and the structure of the Society is an asset.

This competition requires the candidate to complete the following tests:

- **Typing – 40wpm**
- **MS Word**
- **MS Outlook**
- **MS PowerPoint**

We offer (based on your employment status and affiliation):

- A competitive salary
- 35 hour work week
- Four weeks paid vacation to start that grows the longer you're with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- Support for training and development
- Pension plan
- An employee and family assistance counseling program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Generous leave provisions (sick time, special leaves)
- Modified work week/flex time for some positions
- 13 paid statutory holidays

Interested candidates should submit a covering letter, together with a résumé, outlining how their qualifications meet the above position requirements, to:

LEGAL SERVICES SOCIETY
Human Resources Department
Competition no: B068-18
400-510 Burrard Street
Vancouver, BC V6C 3A8

E-mail address: resumes@lss.bc.ca

Please indicate **competition #**, **position title**, and whether you are an **internal or external** applicant in the posting in the email **subject line**.

VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.