**Communications Coordinator**

**Position Brief**

The Fraser Northwest (FNW) Division of Family Practice encompasses family physicians and family practices offices in New Westminster, Coquitlam, Port Coquitlam, and Port Moody, B.C. The Communications Coordinator’s role is to effectively manage internal and external communications for the Division. This position is full-time with a flexible schedule that involves working in the Division office, and throughout the FNW region. This role reports to the Executive Director.

**Job Tasks:**

* Produce and distribute bi-weekly fast facts and monthly newsletters for the Division members;
* Create and maintain social media communications on behalf of the Division;
* Create, plan, and direct public facing awareness campaigns to promote community education and awareness;
* Serve as a point of contact for Division members, media, the public, and community stakeholders;
* Create external communication tools;
* Create, implement, and maintain an effective communications strategy.

**Job Requirements/Qualifications:**

* Bachelor’s Degree in Communications, Public Relations, or Marketing.
* Minimum 2+ years in a related role;
* Experience in graphic design;
* Effective and clear communication skills (written and oral);
* Ability to multitask and prioritize with a high level of organization;
* Strong attention to detail;
* Works well as part of a team but maintains focus and initiative to work independently;
* Evening availability to attend and participate in Division events/meetings located in the Fraser Northwest region.

**Success Measurement:**

* # of positive media hits
* Member feedback
* Team feedback

