Administration and Communications Coordinator

The Ontario Council of University Libraries (OCUL) is seeking creative, forward-thinking, collaborative applicants for a full-time position as Administration and Communications Coordinator.

OCUL is a consortium of twenty-one academic libraries from across Ontario collaborating to provide high quality services equitably to students and faculty across the province. For over 50 years OCUL worked to extend the capacity of our members, resulting in premier access to cutting-edge research and scholarly information services for over half a million university students, faculty and staff across the province. OCUL is an administrative affiliate of the Council of Ontario Universities (COU).

Reporting to the Executive Director, the Administration and Communications Coordinator will work within a small team to provide high-level support to OCUL administration, operations, and governance. The position will work closely with the OCUL Executive Director to oversee and administer a broad portfolio of OCUL operations, including member and service provider outreach, external relationships, organizational strategy, staff and committee orientation, telecommunications, purchasing and procurement, and organizational governance, among others.

The Administration and Communications Coordinator will identify and assist in the development of strategies and plans to communicate, market, and brand OCUL operations, services and initiatives. In doing so, the position engages superior writing skills to produce a variety of communication products; builds relationships with stakeholders and audience members and coordinates the organization's web presence.

We are seeking applicants with communications experience, a strong academic education, solid work experience in an academic environment (preferably a university), and relevant experience in member engagement.

OCUL offers a competitive total compensation package and a collaborative work environment. The hiring salary range for this position is $63,100 - $74,843. OCUL maintains office space in Robarts Library at the University of Toronto, but our staff are currently working from home. Plans for a return to the workplace have not been finalized, and there is a possibility of remote work from within Ontario for this position.

Education and Experience:

- Post-secondary degree and/or post-graduate diploma in business, marketing, public relations or related field
- At least 5 years of communications and administrative experience
- Exceptional interpersonal and communication skills (verbal and written) and a keen eye for details
- Experience working in a university setting and/or with multiple stakeholders preferred
- Experience working with boards and committees in a non-profit organization or higher education setting
- Solid knowledge of MS Office software suites or other current office software (MS Office, iWork, Open Office)
- Working knowledge of the Adobe software suite (Acrobat, Illustrator, Photoshop)
- Working knowledge of web software (Dreamweaver, Drupal &7 CMS)
- Previous experience using social media in a professional setting preferred

Skills:

- Self-motivation and the ability to work individually and in a team with minimal supervision
- Professional manner and the ability to work with discretion, tact and good judgement
- Effective relationship-building skills
- Ability to create engaging content for wide and varied audiences and purposes
- Understanding of graphic design and print production processes
- Excellent organizational skills and time management abilities, with a focus on attention to detail.
- Ability to manage multiple projects, deadlines and changing volumes of work
- Ability to think strategically and implement and execute plans
- Bilingual French is considered an asset

COU is an equal opportunity employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however only those considered for interview will be contacted.

OCUL is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform us of your requirements.

**Applications:**

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to: anika.ervin.ward@ocul.on.ca. Applications will be accepted until 5:00 pm, October 28, 2022.