



<b>Job title:</b>	Communications Assistant
<b>Department:</b>	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at the Providence Health Care Research Institute (PHCRI)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Desired Start Date:</b>	As soon as possible
<b>Salary:</b>	\$13 - \$15 per hour, commensurate with experience
<b>Full/Part-time:</b>	Part-time (8–15 hours/week) - flexibility provided for student schedules
<b>Term:</b>	4-8 months, renewable
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should email their resume with cover letter to <a href="mailto:hr@cheos.ubc.ca">hr@cheos.ubc.ca</a> . Only applications following this process will be reviewed.

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### Job Summary

This position is responsible for providing communications and administrative support to the staff in the Communications Department at the Centre for Health Evaluation and Outcome Sciences (CHÉOS). The Communications team works to inform all stakeholders of the Centre's activities and promotes the studies and services of the Centre.

A fitting position for a student, the Communications Assistant works approximately 8-15 hours per week over an eight-month period from September 2017 to April 2018, renewable depending on grant funding. Time will be divided between working on communications projects and on other administrative tasks.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of over 50 faculty members and 130 to 150 staff and research personnel. The Centre also currently manages three staffed, off-site research offices across the province.

### Work Performed

- Assist with researching, copy editing, and writing of a variety of print and digital documents, including news articles, social media posts, press releases, and other reports as required.
- Assist with layout, document creation, and formatting.
- Update CHÉOS website with new content, as needed.

- Planning, logistics, booking, advertising, and on-site support for special events and lectures, including our bi-weekly Work-in-Progress seminars.
- Compile data and information from a variety of sources into reports.
- Participate in Communications planning and strategy meetings.
- Enter and track information in databases.
- Other duties as assigned.

### **Supervision Received**

Reports to the Director of Operations, works closely with and takes direction from the Communications and Knowledge Translation Officer.

### **Supervision Given**

This position does not include supervision of other staff.

### **Consequence of Error/Judgement**

The incumbent must be able to operate independently and exercise sound judgment and decision-making. Errors in judgment could have harmful consequences, including adverse public relations, negative media reaction, and significant financial costs. Errors could have a significant impact on the success of the Centre and its affiliates.

### **Working Conditions**

The incumbent will be working at CHÉOS at our off-site location near St. Paul's Hospital, and provided with an appropriate work space.

### **Qualifications**

- High school diploma, post-secondary training in Communications, Marketing, or an equivalent combination of education and experience.
- Interest in or experience working with health care researchers, or administration in a research area at UBC or its affiliated hospitals preferred.
- Strong computer skills – MS Office, Adobe Acrobat, Adobe Suite.
- Experience with various social media platforms.
- Knowledge of web content platforms and mailout software, including WordPress and Mailchimp.
- Strong typing skills.
- Ability to research and compile information drawn from various sources.
- Aptitude for working in a team environment.
- Ability to work independently, and effectively exercise tact and discretion.
- Excellent written and oral communications skills.
- Ability to perform duties with precision, exercise judgment and initiative.
- Exceptional organization skills and keen attention to detail.
- Capable of multi-tasking and working under pressure to meet deadlines.

*CHÉOS hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. CHÉOS is strongly committed to diversity and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.*

***Only candidates shortlisted will be contacted.***