

## Member Engagement Officer Job Posting

### Role Overview

As one of the largest faculty and staff associations in BC, the BCIT Faculty & Staff Association (FSA) is a membership-driven, certified trade union that represents full-time and part-time technological faculty and staff at British Columbia Institute of Technology (BCIT). Through representation on committees, negotiation with BCIT and advocacy for our members, we work to advance the employment interests of members and improve working conditions at BCIT.

We are hiring a full-time, permanent **Member Engagement Officer (MEO)** for our office at the BCIT Burnaby campus located on unceded Indigenous land belonging to the Coast Salish peoples, including the territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səlilwətaʔ (Tsleil-Waututh) Nations.

Under the direction of the Executive Director, and drawing upon the FSA's purposes, mission, vision, policies, and strategic initiatives, the MEO is responsible for engaging with members and stakeholders to advance the FSA's vision, strategic directions, and key initiatives. As well, the MEO is responsible for increasing FSA member understanding of, involvement in, identification with, and attachment to the union and their collective and individual rights and responsibilities.

In coordination with FSA staff and Board of Directors, and collaboratively with the BCIT community and the broader faculty association sector, the MEO builds and maintains relationships with FSA members and stakeholders, while overseeing the development and implementation of the FSA's communication strategy, including print and digital communications, promotions, public relations, and virtual and in-person events. The MEO utilizes tools identified from best practices in engagement, dialogue, participation, member communication and education, and reporting frameworks.

This role, like all in the FSA, must be cognizant of the framework within which the FSA operates: BC Labour Relations Code, BC Societies Act, other laws of BC and Canada, FSA organizational policies and strategic mission, vision, and values.

The MEO may be responsible for setting up and tearing down on campus FSA events; this often includes transporting materials of up to 40lbs using a cart/dolly.

### Qualifications & Skills We're Looking For

- Deep understanding of, and commitment to, trade unions and public, post-secondary institutions
- Proven ability to build and maintain strong relationships with members and stakeholders
- Knowledge of in-person, digital and virtual communications, engagement, and dialogue best practices
- Communications experience in a community outreach/engagement role, including strategic communications planning and delivery
- Professional written communication skills for print, electronic, and social media
- Public presentation skills, including the ability to facilitate in person and virtual meetings with diverse – and at times, divergent – interests among participants
- Experience curating and updating an organization's web and social media platforms
- In-person and virtual event and meeting planning experience
- Ability to identify opportunities and execute projects with minimal supervision
- Commitment to the principles of diversity, equity, and inclusion
- Proficiency in using common organizational platforms such as Microsoft Office, Adobe InDesign, SurveyMonkey, MailChimp, virtual meeting platforms, and information databases
- Good working knowledge of general office procedures

## What We Offer

The salary for the position is between \$76,953.62 and \$91,292.14 with placement based on experience. The FSA offers many advantages including a comprehensive benefit package, defined benefit pension plan, the protections of a collective agreement and union representation, the amenities of working on a post-secondary campus, and the opportunity to support our diverse membership and contribute to providing them an outstanding workplace experience.

## Employment Equity

The FSA is actively committed to creating a diverse and inclusive workplace. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from qualified members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including but not limited to: status as a First Nation, Metis, Inuit, or Indigenous person, sex, sexual orientation, gender identity or expression, racialization, disability, neurodiversity, political belief, religion, marital or family status, or age.

## How to apply

Please submit one PDF document that includes a cover letter, resume, and one relevant professional writing sample to the [Charity Village Job Posting](#) by 11:59pm PST on Sunday, February 6, 2022. First round interviews are anticipated to take place February 14-18, 2022, with a preferred start date in late March for the successful candidate.

Applicants must be eligible to work in Canada.