



Communications Specialist - Intermediate Level

Full Time Permanent Staff Position

The Company

The Independent Contractors and Businesses Association of BC (ICBA) is a dynamic free enterprise construction industry association of 1,000 contractors engaged in residential, industrial, commercial and institutional construction.

With a staff of approximately 20, ICBA offers a wide range of member services including advocacy, health benefit programs, training and apprenticeship programs, and networking events.

ICBA (www.icba.ca) is an outspoken and active participant in the public policy arena in BC and is on a steep upwards growth curve in terms of membership and services provided.

The Opportunity

We are looking for an ambitious and intelligent communications professional with a proven record of success.

The Communication Specialist reports directly to the President and works with the President, Vice President and Marketing Coordinator to lead development and implementation of internal and external communication strategies that include government relations, public relations, publications, social media and advertising.

A competitive salary, full benefit package and training and career development opportunities are offered for the successful candidate.

Qualifications

Experience

- Five to seven years of communications experience with a portfolio of demonstrated initiative and success.

Key Attributes

- Knowledge of business issues and public policy development
- Exceptional writing ability, including the ability to be creative and write in a variety of styles
- Experience leveraging new communication technologies including social media
- Demonstrated and excellent understanding of media relations practices;
- Excellent project and time management skills, with proven ability to keep on track with strategic goals while executing day-to-day responsibilities
- Ability to speak effectively in public
- Outstanding interpersonal skills
- Desire to learn
- Lively, curious and creative mind
- Confidence and professional polish
- Proficiency in office software is required. Proficiency in Adobe InDesign and Contribute are assets.

To apply for this position, send a cover letter and resume to info@icba.ca, with Communications Specialist in the subject line.