



**Organizing, Membership Engagement and Communications Coordinator
(13 Month Contract)
Memorial University of Newfoundland Faculty Association**

The Memorial University of Newfoundland Faculty Association (MUNFA), representing more than 800 Academic Staff at Memorial University, is seeking to fill the position of Organizing, Membership Engagement and Communications Coordinator (OMECC) for a 13 month contract starting immediately. The successful candidate will work in a team environment and reports directly to the MUNFA President.

The primary role of the OMECC is to support MUNFA's communications strategy and organizing efforts. The successful candidate will work with the Executive Committee and Communications Committee to coordinate internal communications, a media strategy, coalition work with partner unions, government relations, and the development of campaigns and other advocacy initiatives as needed.

The OMECC's duties also include: maintaining and updating the MUNFA website, social media accounts, and listserv; maintaining MUNFA's membership files; supporting adhoc committees/working groups tasked with addressing issues of importance to MUNFA members; supporting MUNFA's organizing strategy throughout Collective Bargaining; and other duties relating to membership engagement and communications.

Applicants should have experience in the labour movement and/or social justice work; and an undergraduate degree. The successful candidate must have good oral and written communication skills; be proficient with Microsoft Office software, Wordpress, and other digital communication tools; and be able to independently carry out administrative work. Experience within a university setting or the post-secondary education sector would be considered an asset. A full job description will be available upon request. Salary is \$71,926 - \$89,008, commensurate with education and experience; a benefits package is provided.

Memorial University of Newfoundland Faculty Association is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities, and racialized people; and people with disabilities.

Applications should include a CV and covering letter and **must be received by March 4, 2022**. References will be requested only for applicants who are invited to an interview. Applications should be sent in confidence to:

Dr. Josh Lepawsky, President
Email: munfasearch2022@gmail.com
Subject line: **MUNFA OMECC Application**

NOTE: We would like to thank all applicants in advance for their interest in this position; however, only those candidates selected for an interview will be contacted.