



**Job Title:** Communications and Member Engagement Officer

**Location:** The University of Calgary Faculty Association, Calgary, AB

**Job Type:** Full-Time

**Salary:** \$90 000 to \$104 000, plus a comprehensive benefits package

### **About Us**

The University of Calgary Faculty Association (TUCFA) is the unionized association of academic staff members at the University of Calgary, with a membership of over 2300 academic staff.

### **Role Description**

The Faculty Association seeks a Communications and Member Engagement Officer to support TUCFA's efforts to advocate for and engage its membership. The Officer will be responsible for providing day-to-day communications to TUCFA's members as well as developing and implementing internal and external communication and member engagement strategies.

### **Responsibilities**

- Write targeted internal and external communications
- Maintain, update, and assist in the pending redesign of the TUCFA website
- Plan, develop, and produce the Association newsletter
- Facilitate membership engagement with TUCFA through events, campaigns, and/or educational initiatives
- Develop effective materials (e.g. press releases, letters, eblasts, graphics, surveys, social media communications, etc.) for communication and engagement
- Research government policies, emerging trends in higher education, or other issues relevant to our members

### **Preferred Qualifications:**

- A university degree in English, Communications, or equivalent
- At least 5 years of related experience
- Experience in and commitment to the labour movement
- A demonstrated capacity to plan and implement effective communication campaigns
- A general understanding of terms and conditions of faculty employment, collective bargaining processes, and Alberta post-secondary issues
- Exceptional written and oral communications skills
- Prior experience with web design is an asset
- The ability to take initiative and exercise good judgment as well as to work both independently and as part of a team

To apply, please send a cover letter, resume, and a sample of your work by email (Faculty.Association@tucfa.com) with the subject line "Communications Officer Application" by **March 21, 2025** to:

Jennifer Garrison, PhD, Executive Director  
The University of Calgary Faculty Association

Only those selected for an interview will be contacted.

TUCFA staff are represented by United Steelworkers and are currently in negotiations for their first collective agreement. Once ratified, the salary and benefits for this position will be commensurate with that agreement.