

**Position:** Communications Coordinator  
**Reports To:** Managing Editor, CPABC In Focus  
**Contract Type:** 18 Month Fixed Term, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a collaborative, detail-oriented individual for the position of Communications Coordinator. We are proud and honoured to have been recognized as one of BC's Top Employers for a fifth consecutive year in 2024. Come join a high performing and collaborative network of like-minded professionals by applying to the position.*

### **Job Summary**

Reporting to the Managing Editor, *CPABC in Focus* the Communications Coordinator will play a key role in editing and writing content for the *CPABC in Focus* magazine. Whilst collaborating with the Managing Editor, they will be act as the primary contact for internal and external stakeholders and contributors.

### **Key Responsibilities:**

#### **Support Managing Editor, CPABC in Focus**

- Collaborate with the Managing Editor on both the editorial calendar and SharePoint processes.
- Edit and write content for the magazine as needed;
- Act as the primary contact/liaison for internal contributors and the support contact/liaison for external contributors;
- Act as the primary liaison for photographers. This may include organizing photo shoots, obtaining high-res photos, sourcing photography credits, and ensuring that invoices are received;
- Help keep the production cycle on schedule by acting as the primary liaison for external proof readers, serving as a main contact for the print house staff, and overseeing spreadsheets and external mailing lists;

#### **Support the External Affairs and Communications Team**

- Provide writing and editing support for a variety of recurring and ad hoc projects;
- Participate in Editorial Committee meetings;
- Support the fact-checking process and photography co-ordination for the Member Recognition honourees (annually);
- Provide other assistance on an ad hoc basis, such as attending photo shoots;

And other duties and responsibilities as may be assigned from time to time.

### **Key Requirements:**

- Bachelor's degree or diploma in English, Writing/Editing, English Lit, Creative Writing, or similar;
- Two (2) plus years of experience in Magazine Production, Editing/Writing or similar;
- Excellent writing, editing, and research skills;
- Sound problem-solving and critical-thinking skills;
- Strong project management and time management skills—able to juggle multiple tasks and deadlines;
- Strong team player with excellent verbal and written communication skills;
- Keen eye for detail;
- Fast learner, able to work collaboratively and independently;



### **Preferred Experience**

- Advanced editing courses from an accredited institution.
- Strong knowledge of Adobe Acrobat and at least basic knowledge of Photoshop and InDesign.
- Proficient in HTML coding and online formatting.
- Knowledge of print production is ideal but not essential.
- Working knowledge of SharePoint is an asset.

The starting annual salary for this position is between \$50,850.00 and 60,350.00 per annum, based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview will be contacted.

**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 40,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a fifth consecutive BC Top Employer award in 2024.*