



Communications Officer (Maternity Leave Coverage)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

The Communications Officer plays a key role in advancing St. Mary's University's mission and strategic priorities through compelling storytelling, brand promotion, and meaningful engagement with internal and external audiences. This position leads the development and execution of communications across multiple channels, contributing to the University's reputation and visibility while reflecting its Catholic identity and values

Main responsibilities for this position will include:

- Leading internal and external communications and developing engaging content such as newsletters, executive messaging, institutional updates, and feature stories
- Managing social media strategy, content creation, and digital storytelling to enhance audience engagement
- Media relations lead, including drafting media releases and coordinating interviews and public communications
- Collaborating on advancement, donor, and partner communications, as well as supporting brand consistency and university events

QUALIFICATIONS :

- Bachelor's degree in Communications, Marketing, or a related field (required)
- Police information check may be required
- Minimum of 4+ years of experience in communications, media, or marketing roles
- Experience with design, digital communications, social media management, and content creation
- Strong writing, editing, and storytelling skills with attention to detail
- Excellent interpersonal and collaboration skills with the ability to work across departments
- Demonstrated ability to manage multiple priorities and deadlines in a fast-paced environment

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.



As a part of the St. Mary's University community, eligible employees received a comprehensive compensation and total rewards package that includes, but is not limited to, a group benefits package, health spending account, RRSP matching, and generous paid time off. For more information on our offerings visit <https://stmu.ca/careers/>.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: **"Communications Officer"** by **October 16th**. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***