



WORKING
TOGETHER FOR
SASKATCHEWAN

Saskatchewan Government and General Employees' Union

Communications Officer

Full-time term up to one year: 1 position

Location: Regina, Saskatchewan

Posting: #2024-23 internal and external job posting

Posting Date: December 17, 2024

Closing Date: January 17, 2025, by 5:00 pm

Pay Band 12 (\$42.61 to \$50.17 per hour)

Are you dedicated to creating impact?

Join SGEU today!

Discover how SGEU is leading advocacy that creates inclusive, just, and safe Saskatchewan workplaces.

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The Saskatchewan Government and General Employees' Union (SGEU) has a rich 100-year history as a made-in-Saskatchewan labour partner. We are a fast-growing membership driven union that advocates for healthy productive work environments and inclusive representation and are always looking for great talent to add to our expanding teams!

OUR WORKPLACE

SGEU fosters a collaborative work environment rooted in excellence, providing a range of labour relations services to over 20, 000 members across Saskatchewan. Guided by a culture of teamwork, professionalism, and accountability, we operate on the traditional territories of Treaty 4 (Regina) and Treaty 6 (Saskatoon and Prince Albert) and the homeland of the Métis nation. We are grateful for the opportunity to live and work on these lands and remain committed to advancing truth and reconciliation.

WHAT YOU'LL DO

SGEU's Communications and Education department provides a full suite of communications services to support SGEU, its committees, bargaining units, and members of SGEU. Reporting to the Director of Communications and Education, the Communications Officers' work is often performed in consultation with senior elected leaders, Labour Relations Officers, and the Training and Development Specialist. We are searching for a positive, proactive, dynamic communications professional to help us engage our members and build creative, evidence-based communications.

WHO YOU ARE

Candidates will have the following qualifications:

- Degree in journalism, social sciences, media and communications, arts, or humanities with a minimum of three (3) years' experience in the communications field. An equivalent combination of education and experience will be considered.
- Experience developing content and/or writing articles for print and web-based publications and advertisements.
- Significant experience designing communication products utilizing technical programs such as Adobe Creative Suite including Photoshop, In Design, Illustrator.
- Communications theory, concepts, and best practices.
- Knowledge and understanding of the labour movement, the public sector, and key public policy issues.
- Ability to effectively communicate and engage with stakeholders in a Union Environment.
- Work independently and as part of a team to plan and organize multiple projects while meeting deadlines.
- Be proactive and forward thinking to successfully problem solve.

Candidates will have the following primary duties and the knowledge, skills, and abilities to complete them:

- Design innovative creative concepts and oversee the development of a range of communications products tailored to targeted audiences, including interactive web-based materials, television, radio, billboard, digital and print ads and social media.
- Research, analyze and compile information and recommendations to committees and bargaining units to inform campaigns.
- Develop and implement campaigns and social marketing initiatives designed to influence public opinion on a range of social, political, and economic issues. This will involve research, analysis, long-range strategic planning, and knowledge of communications concepts.
- Write, edit, and prepare reports and publications.
- Managing media relations.
- Assist with the development of the organization's web-based communications, which includes writing for the web, maintaining and updating the website, and developing and implementing innovative on-line resources, such as e-petitions, videos, and social media campaigns.
- Provide planning support for conferences and educational sessions, including development of materials and other services.

HOURS OF WORK & TRAVEL

This role is headquartered in Regina, Saskatchewan. SGEU's Communications Officers are designated as field staff and work 144 hours in a four-week averaging period during SGEU's hours of operation 8:00 am-5:00 pm. Communications Officers may be required to travel throughout Saskatchewan, including some overnight stays.

OUR COMMITMENT TO DIVERSITY

SGEU is committed to the full participation of diverse groups. These groups include all equity groups recognized by the Saskatchewan Human Rights Commission: Indigenous Peoples, Members of Visible Minority Groups, Racialized Groups, Persons with Disabilities and Women in Under-Represented Roles, as well as LGBTQ2s+ persons and Newcomers to Saskatchewan.

OUR BENEFITS

- Competitive salaries
- Earned days off
- Dental and vision care benefits
- Extended health care benefits
- \$500/year, Health Spending Account
- LTD coverage
- Pension plan
(10% employer funded, 8% employee funded)
- Continued education and professional development

HOW TO APPLY

If this role and SGEU sounds like an exciting fit for you, we invite you to apply! Candidates must be eligible to work in Canada. Required work permits or other authorizations which may be required are the sole responsibility of the candidates applying. Candidates are asked to provide a cover letter and résumé detailing specific experience as it relates to this competition to recruitment@sgeu.org