The University of Toronto Faculty Association (UTFA) is seeking a **Communications, Outreach and Campaigns Support Officer** to provide support for membership outreach and educational campaigns. Responsibilities of the officer will include preparing (including designing) print and web-based materials, participating in planning campaigns on issues relevant to faculty and librarians at U of T, updating and revising the Associations’ website design and content, and managing data collected on membership involvement in campaigns and outreach activities.

The successful candidate must have an undergraduate degree or equivalent relevant experience. The candidate should have campaign or organizing experience with progressive organizations (e.g. environmental, labour, community, or social justice NGOs); background in the use of social media, web content design and maintenance; strong written and verbal communication skills; and should be able to work well with others as part of a team.

The Communications, Outreach and Campaigns Support Officer will work under the direction of the President of the Association and the Special Assistant to the Executive Committee. The position is part-time (20 hours per week) with some flexibility in scheduling allowed and expected and is represented by Local 1281 of the Canadian Union of Public Employees.

Applicants should send a cover letter, resume, samples of relevant work, and the names and contact information of three people willing to provide references to Scott Prudham, President of UTFA no later than May 20, 2014. Electronic submissions may be directed to [faculty@utfa.org](mailto:faculty@utfa.org) and with ‘Communications Officer’ in the subject line. Our mailing address is UTFA, 720 Spadina Avenue, Suite 419, Toronto, ON M5S 2T9 (no telephone inquiries please). Review of applications will begin immediately following the application deadline.