Program Communicator and Coordinator

The University of Virginia invites applications for the position of Program Communicator and Coordinator in the Office of Organizational Excellence (OE). This position advances the University's quality and improvement program by leading the communication activities and providing general program support.

The OE program is comprised of four components: University Project Portfolio, Major Institutional Projects, Quality Communities, and Consulting Services. For more information, visit https://organizationalexcellence.virginia.edu/

The role will work closely with OE program leadership, project managers, communicators, and key stakeholder groups to develop and execute a communication strategy, produce collateral material, and support initiatives.

**Responsibilities** include a broad range of communications and administrative support for the overall program and individual projects:

- Proactively develop and manage a comprehensive communications strategy.
- Establish relationships with an internal network of colleagues to integrate communication approaches within existing channels and activities.
- Advise the office on all aspects of communications for effective outcomes.
- Develop professional communications across multiple mediums and forms (e.g. newsletter, flyers, presentations, web), including visual design, layout, content curation, writing and editing.
- Identify target audiences and tailor messages as appropriate.
- Assist with outreach to stakeholders and handle incoming inquiries.
- Develop and maintain the web site.
- Develop systems and processes necessary for the tracking, planning, and execution of initiatives as assigned.
- Manage regular and special events and meetings, including promotions, coordination of logistics, and post-event follow-up.
- Coordinate with outside consultants for services as needed.
- Support staff by assisting with a range of activities, including meeting and presentation preparation, best practice and benchmarking research, and basic analysis of qualitative and quantitative data.

**Required Knowledge, Skills and Abilities**

- Ability to execute a broad range of communication functions and apply technical applications, including web applications, graphic design, and collaboration/communication tools.
- Demonstrated exemplary oral and written communication skills. Ability to synthesize, clearly articulate, and effectively convey information to a variety of stakeholders.
- Demonstrated interpersonal skills and the ability to collaborate effectively.
- Ability to work independently and as part of a team. Ability to prioritize and handle multiple assignments simultaneously. Complete tasks without immediate supervision.
- Working knowledge of a higher education institution’s structures and functions, or the ability to immediately generalize knowledge from a comparable professional organization.

For more information about requirements and to apply, visit job posting at https://jobs.virginia.edu (search US posting number 0623245). **Review of applications will begin May 24, 2018**; however, the position will remain open until filled.

*The University of Virginia is an equal opportunity/affirmative action employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.*