
Communications Specialist

ABOUT SHAPE

SHAPE is the real estate investment, development and management company leading some of the largest and most exciting projects in North America including The Amazing Brentwood and The City of Lougheed in Metro Vancouver. With more than 370 acres in our growing portfolio, SHAPE manages over 4M sq.ft of commercial space with over 3M sq.ft. of residential space under construction.

Through our fully integrated platform, SHAPE specializes in complete neighbourhoods with a top-calibre mix of shops, restaurants, residences, entertainment and a complete range of daily services with transit connected. With a thoughtful approach and continuous pursuit of innovation, we think differently to ensure our projects are relevant and dominant for the future of real estate.

ABOUT THE ROLE

SHAPE is looking to hire a full-time Communications Specialist with a dynamic and strategically creative mindset. This role will be responsible to produce professional and charismatic communications content that will engage our internal and external team members. The position will collaborate with teams across the organization in developing a communication plan while working closely in partnership with our executive, leadership, marketing, and operational teams.

The goal of this position is to provide meaningful and impactful information to the organization's stakeholders while being a voice and strong ambassador of the SHAPE brand.

Primary Responsibilities

External Communication:

- Assist the marketing team in managing media relations, executing on the research and writing of press releases and content for the company website, infographics, blogs and newsletters
- Coordinate responses to incoming media inquiries and interviews
- Adhere to SHAPE's style guide, ensuring that we produce high-quality and error-free copy
- Build and maintain relationships with key external stakeholders
- Effectively communicate company announcements to partners
- Assist marketing team with online content creation and management (website, etc.)
- Project communication to:
 - Owners/Lenders/Tenants/Customers
 - Responsible for meeting logistics, presentation coordination, communication and archiving of all materials for Owner meetings (monthly, quarterly or as needed)

- Responsible for setting up tours, team building events and consultant/supplier appreciation events
- Responsible for consistency of communication, presentations & reporting across all projects
- Retailers
- Neighbourhood/Customers
- Purchasers

Internal Communication:

- Company communication, logistics and presentations for:
 - All-Staff meetings/updates every 4 months
 - Meeting and milestones calendar
 - Regular newsletter/email every 60 days (including project milestone updates)
 - Lunch & Learns
 - Crisis communication protocol
- Support Executive Committee and Leadership Team
- Develop, lead and execute on communications plans based on identified opportunities in the organization
- Support and evaluate results of communication campaigns

Qualifications

Required Training and Experience:

- Minimum of 2 years previous experience in a communication related role
- Must be legally eligible to work in Canada
- Experience and training in communications platforms and MS Office
- Strong understanding and experience in managing social media accounts

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in communications, Journalism, Public Relations or a related field is an asset
- Strong writing and editing skills
- Meticulous attention to detail
- Excellent interpersonal skills with exceptional public speaking skills
- Ability to understand required technology and adapt to new applications quickly
- Ability to prioritize and meet deadlines

Working Conditions

Based at our corporate office, located in downtown Vancouver, the successful candidate may expect a comfortable and collaborative work environment in a modern office setting. Due to the nature of the role, the Communications Specialist may be required to travel to site locations in the SHAPE portfolio from time to time.

To apply, please visit our website at <http://shapeproperties.com/careers>