

Communications Coordinator Job Summary



The Communications Coordinator is responsible for supporting the development and implementation of an organization-wide communications plan to meet the [Stewardship Centre for BC's](#) (SCBC) mission to strengthen ecological stewardship in BC. The Communications Coordinator reports to SCBC's Executive Director (ED) and works closely with SCBC's ED, graphic designer and IT support person to meet our overall communications strategy.

This position is responsible for supporting development and coordinating organization-wide design, message, and content generation, including electronic and print communications. This position will work with SCBC's team to reach audiences including SCBC members, government, general public, stakeholders, and partner organizations. This position will monitor, evaluate and evolve the impact of the communications plan.

The successful candidate will possess a strong understanding of communications for a non-profit, a flair for design, excellent writing skills, and a passion for finding innovative ways to get the message out on a limited budget. The successful candidate will have a positive and proactive approach to work and a strong ability to develop effective relationships with a wide range of contacts including staff, members, partners and the media. This is a part-time (10-12 hrs/week) renewable, contract position.

Duties and Responsibilities

Print Materials

- Compose, edit and manage production and dissemination of a range of communication materials including e-newsletters, annual reports, campaign postcards, etc.
- Ensure that key results and relevant success stories are incorporated into strategic communications outreach, both in print and other media.
- Plan and coordinate communication products related to special events and programs such as posters, banners and ads, as required.
- Ensure quality control over SCBC's publications and communications media to ensure they are of the highest standards.

Electronic/New Media

- Working with our IT team, update websites including [Stewardship Centre for BC](#) and [Green Shores](#)
- Develop, implement and disseminate e-communications for members, stakeholders, and general public using Vertical Response marketing software and other platforms.
- Maintain an active and innovative presence on established and new social media outlets

Other Duties

- Create and manage organization-wide communications calendar.
- Collect and organize relevant news, resources and interviews to be used for marketing, fundraising and media purposes.
- Research ways to reach a wider stakeholder base, either online or in print.

Knowledge and skill requirements

- University degree in communications, marketing, journalism or related field
- At least 3 years of professional experience in communications/marketing, ideally for a not-for-profit organization.
- Excellent English (verbal and written) is required.
- Proven ability to write clear, concise and compelling prose and a flair for transforming programmatic language into inspirational and exciting narrative — articles, press releases, e-newsletters, blog posts and email notices, etc.
- Experience working with content management systems for websites (i.e. Wordpress).
- Professional experience using social media and developing web-content.
- Strong knowledge of effective marketing strategies.
- Excellent organizational skills and strong attention to detail.
- Ability to work independently and as part of a team.

Assets

- Experience working with Vertical Response, HTML, Photoshop, Illustrator, InDesign or other design and marketing software.
- Knowledge of/ interest in land and water stewardship in BC.

Working Conditions & Location

- Part-time contract position, based in your own home office.
- Weekly, 1-2 hr coordination meetings with ED.

- Competitive remuneration.
- Friendly and flexible work environment.

Applications

Please follow these instructions:

- To apply, you must be eligible to work in Canada.
- Send your CV and a cover letter in one PDF document
- Send your PDF by email with the subject “Comms Coordinator Application” to dg@stewardshipcentrebc.ca
- Deadline for applications is 5 pm on December 2, 2016