



April, 2019

Position	Communications Coordinator
Job status	Contract position 32hrs/wk 1 year extendable
Location	Vancouver, Victoria, Prince Rupert or BC Coast
Reports to	Executive Director or nominee
Salary	\$44,000/yr plus depending on experience

Applications will be considered until April 15, 2018 or until filled.

Organization Background

Fish habitat protection, pollution prevention and sustainability of fisheries have been at the core of T. Buck Suzuki Foundation's mandate since its inception nearly four decades ago. We have taken action to protect habitats from the Lower Fraser River estuary to the Skeena watershed, we have helped develop provincial, national and international regulations to prevent pollution (air, land and water), and we have been involved in multiple projects to support sustainable fisheries. We support and participate in fisheries research, multiple integrated marine planning and marine protected area processes. Visit www.bucksuzuki.org for more information.

Position Description

The T. Buck Suzuki Foundation is seeking a passionate, highly organized and self-directed individual as our Communications Coordinator. This individual will lead our communications strategy- crafting traditional and social media campaigns, including storytelling, monitoring social media, growing media relations, coordinating and participating in relevant events. The Communications Coordinator will help to strengthen the connection between the public and BC's fisheries and coastal resources, and encourage coastal stewardship. The Communications Coordinator will have excellent communications, marketing and outreach skills. A good understanding of fisheries and food systems in British Columbia would be beneficial.

Responsibilities

- Implement our new communications plan and rebranding
 - o Develop, implement and manage our social media strategy
 - o Maintain website design and operations
 - o Develop story ideas of press release, and newsletters
 - o Create and maintain promotional materials, both print and electronic
 - o Develop and carry out communications strategies for each TBS campaign/project in collaboration with TBS team members
- Implement a monitoring and evaluation protocol around achievement of communications targets
- Organize, attend and participate in outreach events and media events



- Provide communications support, draft brief packages and provide support for staff speaking opportunities (messaging, talking points, PowerPoint)
- Work as a team member with other staff/volunteers/contractors/partners

Knowledge & Skills

- Expertise in communications planning and implementation, such as social media, web-content, funder communications, events and media relations, campaign strategy
- Exceptional spoken and written communication, interpersonal skills and relationship building skills
- Working knowledge of fisheries and coastal issues
- Detail-oriented with an ability to manage and prioritize competing assignments
- Willingness to carry out few administrative activities including writing and editing briefing packages, drafting agendas, and keeping meeting minutes

Preferred Experience

- Experience with Nationbuilder or similar CRM
- Experience working in an ENGO environment
- Experience in social media, marketing, or communications
- Understanding of food systems or experience working in the local food movement
- Understanding of fisheries and coastal economic opportunities

Please send resume, cover letter and references to tbsef@bucksuzuki.org.

While we thank all applicants for their interest, only shortlisted candidates will be contacted.