

Communications Coordinator

The Raincoast Education Society (established 2000) is a non-profit organization based in Tofino, BC with a mandate “to shape an environmentally sustainable future for the Clayoquot and Barkley Sound region through education and community stewardship.” We seek to accomplish our mission through a broad range of high-quality educational and research programs focused on the natural environment, cultures, and communities of the Clayoquot and Barkley Sound region.

The RES is currently seeking applications for the position of **Communications Coordinator** within our organization. This is a year-round position (1-year contract with potential for extension).

Primary roles and responsibilities will include:

- Managing the public communications of the RES: Developing and implementing a strategy for regular communication and updates on the RES’s programs and activities across multiple social media platforms, our website, and other relevant avenues.
- Managing the promotion of RES events and programs: Creating promotional materials such as posters, advertisements, social media posts, and articles throughout the year to increase awareness and participation in RES activities.

Additional responsibilities will include:

- Assisting with ongoing research and monitoring programs carried by the RES and other collaborating organizations. This includes assisting with data collection in the field (e.g., surveys, scientific sampling, etc.) as well assisting with data entry and analysis.
- Supporting core programs of the RES by assisting with other tasks as required, including teaching interpretive programs, and helping run weekend and evening events.

An ideal candidate will be:

- Extremely capable using multiple communication platforms to convey information in an engaging and informative manner. This assumes a very high degree of proficiency in the English language. Wordpress and/or graphic design experience an asset.
- Detail-oriented and a bit of a perfectionist. While a high degree of creativity and flexibility is an asset, an ability to meet deadlines and stay organized even when things get hectic is imperative.
- Very comfortable working independently. The RES staff is a small team, and each member must be able to work well in close collaboration with others, but also be able to manage their time effectively and work alone on specific projects.

- Willing and able to conduct field work, with experience in wildlife research and monitoring.
- Knowledgeable about west coast ecosystems with a background in environmental education.
- Holding a post-secondary degree in biological sciences (or other relevant field), with a background of practical application such as education, outreach and/or research.

If you are interested in applying, please submit a cover letter, CV, and references to: mark@raincoasteducation.org with your full name and the word “application” in the subject heading. Any questions can be directed to the same email address.

Deadline to submit an application is June 9th.