

Communications Director

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 Director** within our organization. This is a full-time (37.5 hours/week), year-round position based in Tofino, B.C. The start date for this position will be as soon as possible (Fall of 2020). The candidate will be responsible for securing housing.

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.
- Assisting with and taking responsibility for some of the day-to-day administration of the RES: managing online donations, managing registration for events and programs, preparing reports and summarizing information to be used in grant applications.

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.

- ‘Tech-savvy’ with a desire to use and develop digital skills. Digital skills in web design, WordPress, Google analytics, Google ads, graphic design, and social media strategies would be 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.

We encourage you to apply even if you do not possess the exact combination of qualifications listed above. **Candidates 30 years and younger are highly encouraged to apply.** Eco Canada Digital Skills for Youth Funding may be used to support this position.

If you are interested in applying, please submit a cover letter, CV, and references to Stefania Gorgopa at info@raincoasteducation.org with **your full name** and **“Communications Director”** in the subject heading. Any questions can be directed to the same email address.

Deadline to submit an application is Oct 11th, 2020, however we advise all applicants to apply early as we may fill the position sooner.