

COMMUNICATIONS SUPPORT STAFF

Job Posting

DATE POSTED: 26 August 2021

EMPLOYMENT: Contract (280 hours total Sept-Dec)

SALARY RANGE: \$18/hr (includes vacation pay)

LOCATION: Remote

APPLICATION DEADLINE: 13 September 2021, 5 pm ET

ANTICIPATED START DATE: mid-September

CANADA SUMMER JOBS REQUIREMENTS: Youth aged 15 to 30; Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Organizational Background:

Green Communities Canada (GCC) is a nationally incorporated non-profit association of 20 community-based environmental organizations working together for a vibrant, equitable and sustainable future. Our mission is to connect community-based climate action groups through a national network to share resources, inspire innovative programming, and elevate our collective impact. GCC's current program areas of focus are home energy efficiency, stormwater management and active transportation, with the aim to expand beyond these in the coming years. Member organization work cuts across additional program areas including waste, food insecurity, climate education, and youth engagement. GCC is in the process of strengthening our network infrastructure to ensure deeper member engagement, community connection and impact. We are committed to expanding our reach, both geographically and from a diversity perspective, and to advancing social justice in the sector.

The Position:

Green Communities Canada seeks a Communications Support Staff to work alongside our Communications Team to refine, streamline, and build our web, photography, and other communication assets.

Key Responsibilities:

This position will support with asset management tasks that are focused on the following themes:

- **Website Merger:** The Support Staff will work alongside our Communications Coordinator and Support Manager to review GCC's existing ancillary program websites and map out the key content and structures to be retained as these websites are decommissioned and the assets are transferred to GCC's primary website. Depending on the candidate's technical expertise, they may also directly support the development of new pages on GCC's website.

- **Photo & Video Assets:** The Support Staff will undertake a review of GCC's existing photo and video assets, organizing these files in a manner that helps GCC staff and contractors to easily search and access the best assets. They will also work with GCC staff to identify gaps and needs for future photography/videography and will create a priority shot list. If it aligns with the Support Staff's skill set, they may also organize photo or video shoots as part of their employment.
- **Research, Resource & Report Index:** The Support Staff will create an index of research, reports, and other resources created by GCC, including where the files are stored, when they were developed, who they were authored by, and how they were funded. This index can be used to inform the website merger and the creation of new resource pages on GCC's website.

Qualifications & Attributes:

- Excellent communications skills (both verbal and written)
- Experience creating and managing online content for websites
- Competency with MS Office, virtual work platforms, and Google programs
- Experiencing organizing and evaluating communication assets
- Some photography and videography skills
- Some desktop publishing and graphic design abilities
- Comfort communicating via e-mail and telephone
- Well organized, manages time well, and has strong attention to detail
- Enjoys working independently and as part of a team

How to Apply:

Qualified candidates are invited to submit the following materials in a single PDF file to info@greencommunitiescanada.org with the subject line "Communications Support Staff":

- Cover letter (1 page maximum)
- CV (2 pages maximum)

We sincerely thank all applicants; however, we will only be able to personally contact those selected for an interview.

Green Communities Canada invites applications from all qualified individuals. GCC is committed to employment equity and diversity in the workplace. As part of our commitment to racial justice and reconciliation, GCC is actively encouraging Black, Indigenous, and People of Colour candidates to apply for this position. We welcome and encourage applications from people with disabilities, women, and people of any sexual orientation or gender identity. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Green Communities Canada acknowledges the many treaty and traditional territories of Indigenous Nations throughout Canada. We are grateful for the continued work of many First Nations, Métis, and Inuit peoples who are the original caretakers of the Land and Waters. In our work as environmental leaders, we have a responsibility to respect Indigenous perspectives and elevate Indigenous voices.