

COMMUNICATIONS SUPPORT STAFF

Job Posting

DATE POSTED: 17 May 2022

EMPLOYMENT: Contract, 8 weeks at 35hrs/week (280 hours total)

SALARY RANGE: \$17 per hour + Work from Home Stipend

LOCATION: Remote, anywhere in Canada. Must be able to work within GCC's core working hours of 11am-3pm EST

APPLICATION DEADLINE: 12 June 2022, 5 pm ET

START DATE: 4 July 2022

END DATE: 26 August 2022

CANADA SUMMER JOBS REQUIREMENTS: 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 youth aged 15 to 30

Organizational Background:

Sustainable and climate-ready communities are needed. We know this need is urgent. At Green Communities Canada (GCC), our work moves beyond the question 'why' and focuses on collaborative solutions to the challenge of 'how'. GCC has been leading a community-based climate action movement for more than 25 years, working together with our members from across the country to advance transformative, equitable, and lasting change.

As a membership-based organization, our mission is to connect community-based climate action groups through a national network to share resources, co-design innovative programming, and elevate the collective impact of GCC members. GCC's current program areas of focus are home energy efficiency, green infrastructure, and active transportation.

The Position:

Green Communities Canada seeks a Communications Support Staff to work alongside our Active Transportation and Communications Teams to support our social media campaigns, contribute to the development of content for our websites, and support the implementation of communications strategies for our school transportation programming.

Key Responsibilities:

This position will lead activities focused on the following themes:

- **Social Media Campaigns:** Support our Active Transportation Lead and Communications Coordinator to design and implement social media campaigns to advance GCC's programs and to increase our organizational presence across platforms.
- **Program and Web Content Development:** Assist in the development of new program and web content, including blog posts, to promote our programs and to ensure we are a strong voice on issues connected to our work.

- **Coordination of Communications Activities:** Work across GCC's programs to assist with key communications activities, such as copywriting, graphic design, and other forms of content creation.

Qualifications & Attributes:

- Excellent communications skills (both verbal and written)
- Experience creating and managing online content for websites
- Competency with Office, virtual work platforms, and Google programs
- Experience organizing and evaluating communication assets
- Some desktop publishing and graphic design abilities
- Comfort communicating via e-mail and telephone
- Well organized, manages time effectively, and has strong attention to detail
- Enjoys working independently and as part of a collaborative team
- Positive and community-minded environmentalist
- Some past environmental education or familiarity with our program areas
- Currently enrolled or recently graduated from a college or university program for Environmental Studies, Communications, or a related field

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.