

Job Posting – Communications Specialist

EMPLOYMENT: Contract, 12 weeks at 30hrs/week (360 hours total)

SALARY RANGE: \$22 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: Monday May 20, 2024

START DATE: Monday June 17, 2024

CANADA SUMMER JOBS REQUIREMENTS: Canadian Citizen, 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 Communications Team to support our social media campaigns, contribute to the development of content for our website, and support the implementation of communications plans for our programs.

Key Responsibilities

This position will lead activities focused on the following themes:

- **Social Media:** This position will support our Communications Lead to design and post social media messaging to advance GCC's programs and to increase our organizational presence across platforms.
- **Program and Web Content Development:** This position will assist in the development of new web content, including blog posts, to promote our programs and to ensure we are a strong voice on issues connected to our work.
- **Execution of Communications Activities:** This position will work across GCC's programs to assist with key communications activities, such as copywriting, graphic design, data collection and analysis, and other forms of content creation.

Qualifications & Attributes:

- Excellent communications skills (both verbal and written)
- Experience creating content for websites and social media
- Experience maintaining a social media calendar
- Competency with Microsoft Office Suite
- Experience with tracking communications activities
- Graphic design abilities using Adobe Suite or Canva is an asset
- Some desktop publishing abilities
- Comfort communicating via e-mail and telephone



705.745.7479



info@greencommunitiescanada.org



1545 Monaghan Rd, Peterborough ON K9J 5N3

- 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
- Familiarity with our program areas is an asset
- Currently enrolled or recently graduated from a college or university program for Communications, Environmental Studies, 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 Specialist”:

- 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.