



Position	Communications Manager
Job status	One-year contract position
Location	Vancouver, Victoria, or Coastal British Columbia
Reports to	Executive Director
Salary	Negotiable ~ \$44,000/yr
Hours	32 hours/week
Start date	Negotiable, July – September 2020

Organization Background:

The T. Buck Suzuki Environmental Foundation, established in 1981, envisions a future with thriving coastal communities, healthy marine ecosystems, and abundant sustainable fisheries. This vision drives us to work collaboratively on issues impacting our coastal environments and communities. We lead, support, and participate in pollution prevention initiatives, fisheries research projects, and integrated marine planning processes. Visit <http://www.bucksuzuki.org> for more information.

Position Description

The Communications Manager will lead our communications strategy – crafting traditional and social media campaigns, including storytelling; monitoring social media; growing media relations; and coordinating and participating in relevant events – to strengthen the connections between the public and B.C.'s fisheries and marine ecosystems, and to encourage coastal stewardship.

The Communication Manager will have excellent communications, social media, marketing, and outreach skills. A good understanding of fisheries and coastal communities, food systems, planning, and human geography in B.C. would be beneficial. While the successful candidate must be based in B.C., the position could be remote with the opportunity to work from our office in Vancouver.

Responsibilities



Create visual, written, and multimedia content for websites, social media, press releases, newsletters, and blog posts.

Support program communications:

- Work with staff, volunteers, contractors, and partners to develop and carry out communications strategies for TBS campaigns and programs.
- Provide communications support where needed, including drafting brief packages, copy editing, and providing support for staff speaking opportunities.

Drive our overall communications strategy:

- Implement our communications plan.
- Develop, implement, manage, and monitor our social media strategy.
- Maintain website design and operations.
- Create promotional materials, both print and electronic.

Organize, attend, and participate in outreach and media events (with COVID-19 restrictions).

Knowledge & Skills

- Excellent writing, communications planning and implementation skills, including social media, web content, and campaign strategy planning.
- Excellent interpersonal and relationship-building skills, including experience with funder communications, events, and media relations.
- Working knowledge of fisheries and coastal issues.
- Detail-oriented with an ability to manage and prioritize competing assignments.
- Ability to manage time well and work as part of a team.
- Willingness to carry out a few administrative activities, including writing and editing briefing packages, drafting agendas, and keeping meeting minutes.
- Skilled at working across disciplines and cultures.

Experience:

- Experience working in an ENGO environment.
- Experience in social media, marketing, or communications.
- Experience with Nationbuilder or similar CRM.



- Understanding of food systems or experience working in the local food movement.
- Understanding of fisheries, marine ecology and B.C.'s coastal socio-economic contexts would be an asset.

Please send resumé, cover letter, and references to: tbsef@bucksuzuki.org

We thank all applicants for their interest. Only shortlisted candidates will be contacted. Applications will remain open until the position is filled.