



Position Available – Communications and Extension Coordinator

Summary

The Communications and Extension Coordinator (CEC) is responsible for all aspects of communications and extension activities at the Bulkley Valley Research Centre. The position involves event coordination, outreach, and public relations duties. The tasks and qualifications outlined below provide a framework for this position and detail some of the necessary duties.

Tasks

- Create and distribute a monthly e-blast with BVRC news, events, and opportunities
- Notify membership of internal research and employment opportunities
- Create and distribute a bi-annual newsletter
- Manage and regularly update the BVRC website and Facebook page
- Update the websites of organizations we administer
- Liaise with members and the public on behalf of the Centre
- Assist with the organization of the AGM and assemble the Annual Report
- Write periodic press releases, as required
- Assist Executive Director (ED) with extension and workshop coordination
- Coordinate and promote the spring and fall Seminar Series
- Work with the ED to secure speakers for the Seminar Series
- Coordinate the annual BVRC Photography Contest
- Assist with project-related communications work
- Assist with coordination of social events

Qualifications and Experience

The successful candidate will have excellent writing and communications skills with experience in website design and maintenance. The candidate will also have basic graphic design skills (familiarity with InDesign is an asset). Previous experience in event planning and community outreach is highly desirable. Ideally, the candidate will be a self-starter who can also work collaboratively with a team.

Compensation

This is an ongoing, contract position with competitive compensation based on qualifications and experience. The position is up to 10 hours a week on average (hours may vary throughout the year). The CEC has the option to work remotely, or in the office as needed.

How to apply

Please submit a cover letter and resume to Executive Director, Leigh-Ann Fenwick, at leigh-ann.fenwick@bvcentre.ca by **April 4, 2018 at 5:00 p.m.**