

Employment Opportunity

Position Title: Grants and Communications Coordinator, Silviculture Innovation Program

Reports To: Extension Manager

Status: Full-time (35 hours/week), 2-year with potential for renewal

Location: Smithers, BC (options for remote work within BC may be considered)

Hourly Wage: \$27.00 - \$30.00 per hour depending on experience

Application Closing Date: February 15th, 2026 or until suitable candidate is found

Who We Are:

The Bulkley Valley Research Centre is an independent, not-for-profit research hub located in Smithers, British Columbia, on the traditional territory of the Gitdumden Clan of the Wet'suwet'en Nation. Founded in 2002, the Centre's purpose is to support high-quality, inter-disciplinary research to inform and advance policy and practice related to sustainable natural resource management in BC.

Research initiatives involve collaboration amongst a range of stakeholders including industry, government, First Nations, academic institutions and other organizations. The Centre also connects researchers, practitioners and the wider community through seminar series, workshops, conferences, and other networking events.

The Centre is managed by an Executive Director and administrative staff, with research scientists and technicians running programs and projects, overseen by an active Board of Directors. Visit bvcentre.ca to learn more.

Silviculture Innovation Program:

In March 2023, the Government of BC announced an investment of \$10 million in establishing and advancing a silvicultural innovation program (SIP) in BC. This investment was a direct response to Recommendation #12 of the Old Growth Strategic Review to create a program aimed at developing harvesting alternatives to clearcutting that maintain old forest values. The funds were awarded to the Centre to carry out and implement the SIP.

The purpose of the SIP is to improve knowledge regarding innovative silviculture systems through extension, applied and operational research. The Program goals are to:

- Assess the needs and state of knowledge of the forest management community;
- Link extension needs to a motivated network of forest practitioners around the province;
- Bridge existing gaps in knowledge that advance practices and inform policy;
- Develop projects to advance innovative silviculture practices and approaches to forest management.

Visit <https://sip.bvcentre.ca/> to learn more

Position Summary:

This posting is for a 60% Communications Coordinator and a 40% Grants Coordinator. The Communications Coordinator develops, implements, and manages the SIP's public image, creating and distributing content (press releases, social media, newsletters, website updates) for internal and external audiences, acting as a media liaison, and analyzing analytics to determine program/product effectiveness and to amplify engagement. Key duties involve writing, editing, managing digital platforms, media relations, organizing meetings, notetaking, and supporting the SIP team with strong communications.

The Grants Coordinator will coordinate a portfolio of grantees, using online tools and platforms to administer grants and support grantee financials, data sharing agreements, contracts, and deliverables. They will also liaise with grantees and report externally on indicators, timelines, and expectations through social media platforms. The Coordinator will also create content for social media, track digital metrics to see which strategies are most effective and support broader engagement (organizing workshops, webinars, conferences, etc.). A successful Grants and Communications Coordinator will have strong writing and communication skills to perform the duties of this job.

Required Qualifications:

- Communications diploma or equivalent international degree and 2+ years experience in social media management, impact tracking and engagement
- Strong writing, editing, organizational, and storytelling skills
- Ability to craft clear, compelling and timely content for diverse platforms

Preferred Qualifications:

- Knowledge and/or experience working with grant funded projects and/or applied research
- Knowledge of forestry and forest practices in British Columbia (BC) is an asset

Responsibilities:*Writing and editing:*

- Demonstrated experience in communications, or public outreach, especially in an environmental or resource management context
- Strong writing, editing, and storytelling skills
- Ability to craft clear, compelling, and timely content for diverse platforms
- Sharing and optimizing partner platforms
- Ability to meet tight deadlines
- Experience working with sensitive content and audiences (understanding of reconciliation with Indigenous communities, respectful engagement with Traditional Knowledge, and working in ethical space)

Analytical skills:

- Ability to assess performance indicators, analytics, and media impact

Organizational skills:

- Organize events, workshops, and webinars
- Strong communication skills and ability to liaise with team members and grantees
- Note take meetings and provide summaries
- Ability to work in a dynamic team environment

Digital proficiency:

- Familiarity with social media platforms and digital communication tools (Facebook, Instagram, LinkedIn)
- Experience with communications plans, outreach, website editing

Additional Information:

At the BVRC, we value diversity — in backgrounds and in experience. A diverse team enables the Centre to better achieve its objective of supporting research and extension in the public interest. The Centre is an equal opportunity employer and committed to diversity, equity, and inclusion in the workplace and in science. We strongly encourage members of groups that are underrepresented and/or historically excluded from these sectors to apply. Our compensation package includes a flexible work environment, adaptable scheduling, and strong support for work–life balance.

Apply:

To explore this opportunity further, please send a cover letter and resume with title formats as follows:

- Resume: "(Last Name) (First Name) – Resume"
- Email subject: "[Your Name] – Application for Grants and Communications Coordinator"
- Email to: sip.manager@bvcentre.ca