



**JOB TITLE:** Communications Officer

**LOCATION:** Anywhere in Alberta, Saskatchewan, or Manitoba (Position works remotely)

## **BACKGROUND**

ClimateWest is a regional climate services organization formally established with the support of the Canadian Centre for Climate Services (CCCS) and the Governments of Alberta, Manitoba and Saskatchewan in collaboration with three founding partner organizations: the University of Regina's Prairie Adaptation Research Collaborative (PARC), the University of Winnipeg's Prairie Climate Centre (PCC), and the International Institute for Sustainable Development (IISD). ClimateWest identifies and provides regional climate services to all orders of government, including Indigenous governments, as well as not-for-profit organizations, the private sector, and civil society throughout Alberta, Saskatchewan and Manitoba. ClimateWest's goals are to increase capacity and understanding regarding a changing climate and to support region-wide efforts to adapt to these changes. To learn more, please visit [www.climatewest.ca](http://www.climatewest.ca).

## **GENERAL**

ClimateWest is seeking a highly-organized communications professional to serve as its Communications Officer. As a newer non-profit, you are joining a small team that demands creativity, flexibility, and the ability to get things done. It is an exciting opportunity to play a role in building ClimateWest and advancing climate resiliency across a diverse region.

The Communications Officer will work closely with ClimateWest's Executive Director to develop and implement the organization's communications strategy and related activities. The organization has an important focus on communications as a way to deliver regional climate services under four strategic directions: Training & Capacity Building; Data Access & Communication; Risk Management & Adaptation Planning; and Network Facilitation.

The Communications Officer will have a talent for making complex ideas accessible, have a sharp eye for design, show initiative in increasing ClimateWest's profile, and be adept in the use of digital media. They will also be an excellent planner, organizer, and multi-tasker with an understanding of climate change, environmental and/or social justice issues.

## **SPECIFIC RESPONSIBILITIES**

The Communications Officer will be responsible for the following activities.

### **Communications Strategy and Content Development**

- Develop communications plans including tactics, key messages and required budgets for a variety of organizational initiatives, such as promotion of events, marketing of products and tools, and sharing stories of adaptation action within the region.
- Coordinate, write and edit regular newsletters, articles/blogs, advertisements, and other communications products.
- Manage brand consistency.
- Develop and maintain editorial standards for the organization.
- Manage editing, design, release, and promotion of publications.

### **Public Relations and Social Media**

- Develop social media copy and/or graphics for LinkedIn and Twitter
- Manage social media responses, re-posts, and connections.
- Monitor social media presence of a wide range of climate-related organizations for relevant information and flag opportunities for collaboration.
- Field calls and emails into ClimateWest's Help Desk and determine appropriate response strategy.
- Manage website and keep information current and relevant.
- Manage media inquiries.
- Develop and edit presentations.
- Post blogs on website and promote via social media.
- Assist in compiling Climate West's annual report for the public, including writing content and, as required, engaging and overseeing contractors to support design and editing.
- Engage with graphic designers, editors, videographers and website designers as required. Set up contracts and manage these project budgets.
- Support the development of new social media profiles as needed.

### **Event Planning and Administration**

- Assist with event planning including webinars, training events, workshops, and conferences.
- Assist with technical and software requirements including webinars, surveys, and other tools, as required.

- Support the Executive Director with administrative support as required. For example, meeting minutes and management of sub-contractors.

## COMPETENCY PROFILE

The ideal candidate will bring to the position the following set of competencies:

### Skills

- Experience in managing and delivering communications for an organization. Knowledge of climate communications is considered an asset.
- Clear ability to create, manage, and distribute communication products for different audiences.
- Demonstrated ability to distill key messages and use appropriate graphics to support that messaging.
- Demonstrated capacity to identify opportunities to co-develop and deliver communication products and events with other organizations.
- Strong writing skills for different purposes, including social media posts, long-form articles, report summaries, and promotional materials.
- Strong interpersonal and networking skills.
- Experience with video editing is an asset.
- Computer literacy and proficiency in the Google suite and Microsoft Office applications.
- Familiarity with social media platforms and marketing software e.g., Plannable, MailChimp.
- Experience and comfort working with online content management systems and website development and monitoring (especially WordPress and Google Analytics).
- Cares about getting the details right, particularly for public-facing communications.
- Experience in training, workshop and webinar development, event planning, and capacity-building will be considered an asset.

### Attributes

- Approachable
- Organized
- Action-oriented
- Quick to respond
- Up-to-date in communications techniques and best practices
- Efficient at working autonomously and remotely
- Passionate about making a difference

## QUALIFICATIONS

The Candidate should possess the following qualifications and experience:

- Diploma or degree in journalism, communications, public relations, or another related discipline. Equivalent experience will be considered.
- At least 3 years' relevant professional experience in journalism, public relations, or organizational communications.
- Fluent in written and spoken English; ability to work (read, write, speak) in French considered an asset.
- Knowledge of climate change, environmental or social justice issues.
- Must be currently eligible to work in Canada.

Please note, the qualifications and experience listed indicate what is needed to succeed in the position. We understand candidates may not have all the experience and qualifications listed. If you possess 75% or more of the qualifications listed, then we encourage you to apply.

**Location:** ClimateWest's office is located in Winnipeg. Remote virtual work from anywhere in Alberta, Saskatchewan, or Manitoba may be accommodated for the ideal candidate.

**Reporting Relationship:** This position reports to the Executive Director.

**How to Apply:** Please send a cover letter and resume to: [admin@climatewest.ca](mailto:admin@climatewest.ca)

**Closing Date:** November 14, 2022

**Salary:** \$48,800 to \$61,000

**Job Status:** Full-time employment

All submissions must be in English. ClimateWest strives to build a team that reflects the diversity of the communities who call the Prairies home. We encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQIA2S+, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please reach out.

Candidates must hold appropriate work authorization for Canada. Only those candidates we wish to interview will be contacted. Resumes will be kept on file for one year.