

Communications Specialist

Overview

Community Energy Association (CEA) is looking to add a creative and strategic communicator to our growing communications team. The *Communications Specialist* will develop and implement strategic communications plans to support CEA projects. This is a mid-level role reporting the Communication Lead with significant opportunity to bring great ideas to the table while leveraging CEA's existing strategies to accelerate local government climate action.

Our team of 28 continually inspire each other by being profoundly committed, each day, to our shared purpose and to delivering high-quality, impactful work. To continue to empower personal and organizational excellence, CEA respects and supports each staff as necessary, including work flexibility and professional development. To learn more about our policy on caring for clients, people and planet, you can read our report, [Going Beyond](#).

Our work includes developing and re-booting community energy plans, creating plans for local government operations, drafting policy for local governments, publishing research, educating local government staff and elected officials, celebrating local government achievements, assessing renewable energy opportunities, and deploying related infrastructure.

About the Position

- Compensation: \$60,000 base salary (based on 35-hour work week), though will be commensurate with experience
- Employment type: Permanent salaried staff (flexible 35 hours/week)
- Location: Fernie/East Kootenays preferred, other locations considered
- Workplace: Home office and/or onsite (location-dependent), some travel may be required

The new CEA Communications Specialist will have excellent writing skills, experience with planning and developing multimedia communications campaigns, and a deep commitment to accelerating climate action in communities. Experience in climate and/or sustainability communications is an absolute asset. This is a mid-level role, though junior applicants may be considered with sufficient training and willingness to learn.

Core duties:

Writing

- Media release
- Newsletter and web content
- Video storyboarding
- Edit and proofread written communications as required



Communications Planning & Implementation

- Plan and coordinate production of various communications assets including videos, photos, case studies, etc.
- Measure and evaluate the effectiveness of communications strategies
- Take a lead in creating communications strategies for projects
- Collaborate with the Communications Team, while taking the lead to refine and implement deliverables that include, but are not limited to:
 - Media strategy
 - Content for both traditional and social media
 - Marketing materials for online and print
 - Case studies & success stories

Key Skills & Experience

The ideal candidate has education and work experience in the field of communications, public relations and/or journalism. Experience in climate communications or public engagement/outreach is an asset. Other skills that will help you succeed:

- Time management; confident juggling competing deadlines
- Ability to work independently while also collaborating with a distributed team
- Comfortable working in a fast-paced work environment
- Well organized and able to meet client goals, deliverables
- Good written and oral communication skills

To Apply

Apply to HR@Communityenergy.bc.ca by **noon Pacific time, May 23, 2022**. We thank all applicants for your interest. However, we will only contact those shortlisted for an interview. NO telephone inquiries please.

- Send a **one-page resume**, and contacts for at least 2 **references**
- Optional: include a **one-page summary** of work you have done in the past that aligns with core duties, above. Links to websites can be included. Show us the great work you've done in the past!
- Create a short (3 minute or less) **video**, upload to YouTube and send the link along with the items above. In the video answer the following questions:
 1. Why do you want this position?
 2. Why would you be great for this position and what skills will you bring to the team?
 3. Any specific training or skill sets you have that you think would be extra valuable in this position?
 4. What do you think your biggest opportunity for growth is in the role?

Learn More about CEA

www.communityenergy.ca

<http://acceleratekootenays.ca/>



Community Energy
Association

PO Box 20129
Fairview PO
Vancouver, BC V5Z 1E0

<http://www.bcmlc.ca/>
<https://bcclimateleaders.ca/>
<https://closingtheloop.ca/>
<https://mcahub.ca/>