



## COMMUNICATIONS COORDINATOR, RENEWABLE CITIES

### POSITION SUMMARY

As *Communications Coordinator*, you will be a key member of a dynamic team, supporting strategic communication initiatives, engagement and knowledge mobilization for innovative climate policy solutions. We're looking for a creative thinker with a passion for climate action, communications and new media.

The successful candidate will possess a degree from a post-secondary institution and be someone who thrives in a fast-paced project-based work environment where priorities, timelines and tasks can shift quickly and frequently. They enjoy exploring innovative ideas and new ways of connecting and building relationships with others in the digital sphere – both within Renewable Cities' network and beyond. They enjoy and are excited by social media and are interested in how content creation can contribute to growing an initiative's reputation. They have a knack for technical tasks and are happy to work (and learn) in the detailed backend of a website CMS and email marketing HTML. They know what it means to show initiative and take the next step toward achieving a communications plan's stated goals and receive feedback in an iterative process.

The successful candidate will be passionate about advancing climate action in urban regions and finding systemic solutions to complex challenges such as housing and transportation affordability, civic infrastructure deficits, farmland protection and ecological integrity.

### KEY RESPONSIBILITIES

Support development and delivery of communications for a range of audiences to advance discourse, policy and practice on urban land use, carbon management, affordability and sustainability through:

- **Social Media:** Creating and scheduling content, monitoring feeds, posting per the Centre's social media strategy, updating and maintaining the social content calendar
- **Targeted Outreach:** Researching, collecting, and organizing key contacts and list-building of key stakeholders in departmental contact management system
- **Email Marketing:** Drafting content, managing layout and soliciting information from various teams and individuals across the Centre as required
- **Website:** Assisting with content management and ensuring that web pages comply with appropriate policies, guidelines, design and standards
- **Promotion:** Supporting promotion for events, programs and partner initiatives
- **Analytics:** Preparing and tracking metrics using analytics platforms (e.g., Google Analytics) to examine performance of webpages, posts and content
- **Videography:** Providing support for producing and editing short videos for organizational use on social media
- **Administrative tasks as required:** Assisting with providing logistical and planning support for meetings and workshop, as well as further documenting and developing the various components of the initiative's communications strategy

## QUALIFICATIONS

### Education & Experience

- Post-secondary graduate of communications, marketing, digital media, public relations, journalism, or related field
- Interest in collaborative approaches to transforming discourse and policy

### Knowledge, Skills and Abilities

- Strong knowledge and experience with social media channels
- Good knowledge of web maintenance (e.g., AEM, HTML, CSS, SEO are assets)
- Good ability to self-manage with an ability to multi-task, manage deadlines and thrive in a fast-paced environment
- Willingness to learn and build relationships with a high degree of professionalism
- An advanced knowledge of Word, PowerPoint, Excel as well as graphic design platforms (e.g., Adobe Suite, Canva)
- Ability to help communicate complex topics through simple graphic design (e.g., charts, graphs, infographics)
- Experience using video editing software, producing and editing short videos for organizational use on social media is an asset
- Exceptional written and verbal communication skills
- Knowledge of best practices for safe, inclusive, inter-cultural and equitable communication and engagement processes is considered an asset

### Interests

- Passion for urban climate action in big and small cities and a keen interest in advancing affordability, equity, and ecosystem protection and restoration.
- Interest in advancing policy innovation (local, provincial and/or national) to support cities' deep 2030 GHG reduction and zero emissions 2050 targets.
- Deep curiosity in understanding complexity, an innovative and imaginative outlook.
- An interest in creatively advancing synergies between Indigenous priorities and urban climate action.

### Eligibility

**Important:** *This position is funded in part through a program by Environment and Climate Change Canada's Youth Employment and Skills Strategy. As an applicant for this role, you must confirm that:*

- You are a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- You have graduated from a post-secondary institution
- You are legally entitled to work in Canada according to the relevant provincial and Canadian legislation and regulations
- You are aged 30 or under
- You have not had prior work experience with Renewable Cities

**The successful candidate must provide evidence of these requirements.**

## ABOUT RENEWABLE CITIES

[Renewable Cities](#), a special initiative within the Simon Fraser University Morris J. Wosk Centre for Dialogue, works with policymakers and practitioners to accelerate the transition to renewable, restorative, resilient cities through engagement, research, capacity building and policy innovation. The organization has become a respected advisor sought out to inform local, provincial and federal

governments on important policy topics, including integrated land use and transportation, innovative low carbon, affordable housing solutions, and waste and the circular bio-economy.

Renewable Cities is engaged in several strategic initiatives including:

- Leading development of a \$20 million [Zero Emission Innovation Centre in Metro Vancouver](#)
- Advancing innovative accessory dwelling unit solutions in single family homes to address climate, affordability, social isolation and aging in place
- Building capacity on organic waste management, renewable natural gas generation and the circular economy

## COMPENSATION

Annual Salary: \$55,000 (prorated to employment term)

Hours: 35 hours/week

Employment period: Six months

Location: Flexible remote/hybrid (at SFU Harbour Centre, 515 West Hastings Street, Vancouver)

## TO APPLY

Please submit a cover letter and resume and up to 3 web references or samples of your work in one attachment to [leanne\\_sawatzky@sfu.ca](mailto:leanne_sawatzky@sfu.ca) by 5pm Pacific Standard Time on Wednesday, December 15, 2021. Please cite the job title of the position you are applying to in the subject of your email. No phone or email enquiries please. We thank all applicants in advance; however, only those selected for an interview will be contacted.

*SFU Morris J. Wosk Centre for Dialogue is an equal opportunity employer. We are committed to creating an equitable environment for all employees. We strongly encourage applications from qualified people of all gender expressions and identities, sexual orientations, visible minorities, Indigenous persons and persons with disabilities. Should you require accommodations throughout the application process, please be in touch.*