



Contract Position: Communications Coordinator

Location: Applicants from anywhere in B.C. may apply. The selected candidate will work from their own home and must have reliable computer and Internet access.

Reports to: Managing Director, SHIFT Collaborative

Start Date: June 2022

Position Type: 1-year contract (with intention to extend) based on average of 1 day/week

Rate: \$35/hr

Application Period: Applications will be accepted until May 20, 2022

Organization description:

SHIFT Collaborative offers strategy, coaching, training and tools to support learning and leadership development, strategic impact and collaborative innovation for a healthier and more resilient world. For more information, please see our website: <https://shiftcollaborative.ca>

SHIFT is a **registered workers' co-operative** and distributed organization of five members, with most of the team based out of Victoria, BC. Our team meets in-person periodically throughout the year, but mainly communicate and coordinate work via videoconference, email and phone. Our work is mostly project-based consulting on social and environmental issues.

Job description:

This is a contract role to support SHIFT Collaborative to develop and implement key communications strategies via our website and social media, and work with the team to uncover key themes, messages, and stories from our project work. This role will help us share these stories with our networks, partners, and communities. The successful candidate will be expected to provide their own workspace and equipment (incl. computer, phone, internet).

The successful candidate will be a highly organized individual with strong writing skills and a knack for crafting key messages and stories that communicate impact. You are a self-starter, organized, resourceful, and can think critically and strategically. You like being part of a team but are comfortable taking the lead on projects and working independently. And, most importantly, you have an interest in working for social and environmental change and a gift for creating clear, compelling communications strategies and products.

The first 3 months of the contract (June – August) would be **2 days/week** as the successful candidate will work more intensively with the team on supporting the development of a five-year impact report and refreshing the co-op's website. The remainder of the contract would be **1 day/week**.

Responsibilities:

Communications Planning:

- Work with the team to identify key messages, audiences, and specific communications strategies and channels (e.g., newsletter, website, social media) to share our portfolio of work and communicate impact of projects;
- Collaborate with the Managing Director to establish communications timelines;

Website and Social Media

- Provide strategic direction on organization of SHIFT's website;
- Write and manage content for SHIFT's website, social media channels, newsletters, and blogs (with support from the team);
- Actively manage SHIFT's social media;

Annual Impact Report:

- Collaborate with the team to support the development of an annual impact report for the co-op, highlighting key projects, stories, and outcomes of the work.

Qualifications:

The ideal candidate has education (min bachelor degree) and/or work experience (min 1-2 years) in the field of communications, public relations and/or journalism. Experience in public engagement/outreach for social or environmental issues is also an asset. Other skills that skills we are looking for:

- Exceptional writing, editing, and interpersonal communication skills
- Knowledge and experience in writing for web and social media
- An ability to think critically and creatively
- Strong organizational skills
- Ability to work both independently and as part of a team
- Ability to simplify complex concepts and information into a user-friendly format
- A demonstrated interest in social and/or environmental purpose initiatives

Additional Assets:

SHIFT members manage various projects across a range of issues. If the successful candidate has experience and skills in any of the items below, there may be opportunities to get involved in additional project work, on an as-needed basis (beyond the base commitment of 1 day/week).

Additional skills of value include:

- Graphic design;
- Supporting the development of proposals, pulling together the final proposal package in the appropriate format, branding, and layout;
- Supporting the development of project reports—graphic design, layout;
- Data visualization—creating simple infographics and creative ways to visualize information and data.

Terms of the contract will include:

- Monthly payment for hours worked
- Core hours scheduled on at least 1 day per week; exact schedule is negotiable
- One-year contract, with intention for renewal;
- 3-month trial period to ensure mutual good fit.

To Apply:

Applications will be reviewed as they are received, until May 20, 2022. If you are interested and qualified, please submit a cover letter (max 1 page) and resume by email to:

Kerri Klein: kerri@shiftcollaborative.ca

Feel free to share work you have done in the past that aligns with this position. Show us the great work you have done!

SHIFT Collaborative is committed to the values of equity, diversity, and inclusion. We encourage applications from Indigenous Peoples, racialized persons, people with disabilities, and/or LGBTQIA2S+ identifying persons. Those with lived experience of environmental /social/economic injustice, are also encouraged to apply. If you identify as a member of an equity-seeking group, you may choose to identify as such in your application.

We are grateful for the interest expressed by all anticipated applicants. However, in light of the potential volume of applications, only the selected candidates will be notified for an interview.