

Job Posting: Communications Specialist (bilingual)

Location: Flexible (virtual staff team across Canada)

Posting date: February 5, 2020

Application Deadline: February 25, 2020

Overview

About the Institute

The [Canadian Institute for Climate Choices](#) is an unparalleled collaboration among more than 50 experts from across the country. We produce rigorous and independent research, analysis and insight to bring clarity to the climate challenges and transformative policy choices ahead for Canada.

The Communications Specialist is responsible for the hands-on implementation of bilingual communications strategies and projects, including publishing content to our website and social media channels, managing digital engagement tools, and supporting media relations efforts across Canada. This role also contributes to developing and reporting on strategies that help to share our research in compelling ways, establishing the Institute as a credible, constructive and independent voice in Canada's conversation about climate choices while building support for sound climate policy solutions among our core audiences across Canada.

This position reports to the Director of Communications and involves working closely with other members of the Communications and Engagement team.

Required qualifications & skills:

- Fluency in French and English (mandatory)
- Post-secondary degree in communications, journalism, literature, environmental studies, public policy or related fields, or equivalent work experience
- 3+ years of work experience in journalism, communications, public relations or engagement
- Experience acting as a spokesperson for print and broadcast media
- Experience participating in and/or facilitating discussions, roundtables and workshops
- Strong editing and translating skills, and the ability to coach others to improve writing skills
- Established relationships with Canada's top-tier news media, including specialized knowledge of the media landscape in Quebec

The successful candidate will also be:

- Comfortable learning new tools and/or working with GSuite, WordPress, MailChimp, HubSpot or other CRM systems, media and social monitoring and evaluation platforms, Zoom, Slack and more.
- A quick and confident writer adept at tailoring tone and style to various audiences and formats.
- Experienced at developing and maintaining media lists, and producing and distributing press releases, emails and newsletters.
- A self-starter, problem-solver and detail-oriented worker.
- Familiar with best practices and new developments in digital engagement and social media.
- A strategic and creative doer with a rigorous approach to measuring success.
- Grounded in an awareness of current climate policy issues and regional nuances.

Additional Details

- Work is done in a virtual environment with Institute staff located across the country.
- The role is a full-time salaried position with occasional travel and evening/weekend work required.
- Salary is competitive and will be based on the skills and experience of the successful candidate.

To apply

Send one PDF file including resume and a single cover letter **in both French and English** outlining your interest and qualifications to careers@climatechoices.ca. Please include two recent examples of your writing (either as links or separate files).

The Canadian Institute for Climate Choices is committed to being an inclusive and equal-opportunity employer that cultivates and celebrates diversity within our hiring practices and organizational culture.

We thank all applicants, but only those selected for an interview will be contacted.