Communications Officer

Employer:	Invasive Species Centre		
Posted:	13 months ago	**Closing Date:**	March 24, 2023
ES Job ID:	13926	**Location:**	Sault Ste. Marie
Sector(s):	Sales & Marketing, Other	**Duration:**	Full Time , Temporary

Job Description:

Job Title: Communications Officer
Deadline: March 24, 2023
Anticipated Start Date: May 6, 2023, pending confirmation of funding
Status: Full-time, contract (16 weeks, 37 hours per week)
Rate of Pay: $16.75/hour
Location: Sault Ste. Marie, Ontario

The Invasive Species Centre (ISC) connects stakeholders, knowledge, and technology to prevent the spread of invasive species to protect the environment, economy, and society in Canada. Incorporated as a not-for-profit in 2011 as a hub for collaboration and knowledge sharing, the Invasive Species Centre has grown into a respected collaborator and leader in invasive species knowledge and action. We rely on values of sustainability, collaboration, credibility, professionalism, and efficiency to achieve our vision where land and water are protected from invasive species.

Job Summary:
The Communications Officer will:
- Work on the development of projects which improve biodiversity and prevent and reduce the invasion and spread of invasive species in Canada
- Contribute to education and communications planning and to the development of articles, social media, digital and multimedia content, and other documents as required
- Have the opportunity to participate in public outreach activities, virtually or in person, to increase awareness and promote community action against the introduction and spread of invasive species

Key duties of the Communications Officer include:
- Development of content for a variety of digital and online platforms that will provide naturalists, conservationists, and recreational land and water users with the opportunity to learn more about invasive species prevention and management
- Gather, research, and prepare digital communications materials regarding invasive species
- Support the planning and implementation of digital communications campaigns to help raise awareness and encourage action towards managing invasive species
- Assist with the planning and implementation of website development and maintenance, graphic design, and interactive media production
- Support the implementation of social media plans and support social media accounts with content
- Take photos and shoot video to support the production of graphic and video content
- Generate visual and plain language content for ISC publications
- Other duties as assigned

Required Skills:

Minimum Qualifications:

- The candidate should be enrolled in a post-secondary academic study or have relevant experience in a field such as environmental science communications, or digital marketing communications

Minimum Competencies:

- Demonstrated computer proficiency and experience with Microsoft Office software and Adobe software is considered an asset
- Knowledge of invasive species issues
- Strong interpersonal and communication skills
- Demonstrated high standard of excellence with their work processes and outcomes, speak and write clearly and accurately, be helpful and teamwork-oriented, manage time well, and be receptive to feedback

Requirements:

Preferred Qualifications:

- Job experience in the development, coordination and transfer of science-based content, and project coordination
- Strong digital communications and design proficiencies
- Additional experience or certification in science communications/outreach would be considered an asset

Other requirements:

- Between 15 and 30 years of age at the start of the employment*
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- The candidate will need to comply with all ISC policies, including security clearance

*The candidate must be 15 years of age at the beginning of the employment period. The candidate may be more than 30 years of age at the end of the employment period as long as the candidate was 30 at the beginning of the employment period

How to Apply:

Please submit a single document that includes a cover letter and resume (which includes your education and work experience history) to:

Deborah Sparks, Business Development and Communications Manager
Invasive Species Centre
1219 Queen Street East
Sault Ste. Marie, ON P6A 1E5
Email: info@invasivespeciescentre.ca

No telephone calls, please. Only candidates chosen for an interview will be contacted.

The Invasive Species Centre is an equal opportunity and accessible employer and encourages Indigenous and visible minority candidates and candidates with disabilities to apply. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.