



Society Promoting Environmental Conservation
Practical solutions for sustainable cities

SPEC is hiring!

Part-time Communications Coordinator

Do you care about urban sustainability, climate action and climate justice? Are you a team player, that sees communications as a key tool to empower people for action? Then the role of Communications Coordinator at SPEC, one of the oldest environmental non-profits in Canada, might be for you!

Job Title: Communications Coordinator

Hours per week: 20 hours/week.

Pay per hour: \$22

Work Location: Both remotely and from SPEC's office in Kitsilano, depending on COVID-19 restrictions.

Summary

SPEC is looking to hire a person in the role of Communications Coordinator to lead the organization's external communications channels as well as help enhance internal communications systems. The Communications Coordinator will work with other staff, volunteers and Board members to develop content and communications strategy.

Background

Founded in 1969, the Society Promoting Environmental Conservation (SPEC) is a non-profit charitable organization that provides practical solutions for urban sustainability. Areas of work include local food security, zero waste, renewable energy and climate action. Visit the website at www.spec.bc.ca for more information on SPEC's programs and initiatives.

SPEC

2305 West 7th Ave, Vancouver, BC, V6K 1Y4 – 604-736-7732 | admin@spec.bc.ca | www.spec.bc.ca



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What this position offers:

Exposure: You will work closely with a variety of people who share diverse expertise and interest in the field of urban sustainability and nonprofit management. You will be able to develop and strengthen your network.

Impact: You will have a direct impact on the work SPEC does on the ground and how it supports its people and builds capacity as an organization. You will help make SPEC's voice heard using various platforms

Job Responsibilities:

The Communications Coordinator will be in charge of the daily operations of SPEC social media channels and will support the development of internal communications systems. This includes:

- 1) Produce content for Facebook, Instagram and Linked-in
- 2) Develop a content calendar for promotion and metrics to track campaigns?
- 3) Proficiency with HootSuite and Canva, Graphic Design
- 4) Produce and consolidate content for SPECTrum, the monthly newsletter.
- 5) Collect and produce content for SPEC's Members Corner resource center
- 6) Promote SPEC events such as the Climate Action Fair, the Renewable Energy Experience Tours, and Waste Reduction workshops.
- 7) Improve and update website content, updating the home page and events page on a weekly basis.
- 8) Work with volunteers and staff to develop internal communications systems to increase efficiency such as enabling platforms such as Asana, Slack, Google Suite access, etc.

Qualifications:

- Keen interest in environmental issues and urban sustainability.
- 2 to 3 years of experience developing social media campaigns and website content for an organization.
- Experience in using social media, in particular, Facebook, Linked-In, Instagram and Hootsuite
- Strong interpersonal communication skills and friendly personality
- Experience working with google suite, zoom, and excel spreadsheets
- Experience communicating with the public on behalf of an organization, business, or brand.
- Strong writing skills for online content.
- Able to represent SPEC using our tone, voice, and style guide.
- Problem solving skills and creativity to help improve internal processes.
- Comfortable working as a team as well as under minimal supervision.
- Highly adaptable and enjoys working on a wide range of tasks.
- Self-motivated, organized, and strong time-management skills.

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Diversity

As part of our dedication to diversity, equity and inclusion, SPEC is an Equal Opportunity Employer. Individuals seeking to apply to this role are considered without regards to race, ethnicity, color, age, sex, religion, national origin, ancestry, pregnancy, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, registered domestic partner status, caregiver status, or marital status.

Please forward your resume and cover letter to admin@spec.bc.ca by September 9, 2021

We thank all applicants for their interest in this position, however only those shortlisted will be contacted.

This position starts on October 1, 2021.

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