



## "JOB POSTING"

### Communications Service Coordinator

### (Canada Summer Jobs funded position)

**Anticipated start date:** April 18, 2022

**Terms of employment:** Temporary Full-time 35 hrs/wk

**Hourly Salary:** \$17 / hr plus 4% vacation pay

**Duration:** May 18 to August 28, 2022

**Application deadline:** April 10, 2022

**Number of positions:** 1

#### **About The Recycling & Environmental Action Planning Society (REAPS):**

REAPS has taken a leadership role in the Regional District of Fraser Fort George and has offered quality programs and services for over three decades. REAPS is a charitable organization with a mission to provide environmental learning opportunities that foster environmental stewardship of issues shaping our community by linking current issues in the Regional District to the world in a participatory, engaging, learning experience through educational programs, and acting as a resources and information hub. You will be joining a passionate team of individuals whose goal is to work towards encouraging stewardship to collectively reduce the environmental footprint in our area. This position is ideal for a detail-oriented, energetic, creative person who has a passion for supporting and delivering meaningful programs and services as part of a team to make a positive impact in our community.

#### **Who are we looking for?**

We are seeking a creative, enthusiastic, outgoing, and motivated person who has a passion for design, marketing, communication, environment and public engagement. Everyone plays a role in REAPS daily operations. We are seeking someone who will serve as a role model and environmental steward as an ambassador of REAPS

You will be working in collaboration with and under the direct supervision of the ED and engaging with the enviro team. You are detail-oriented, organized, complete tasks in a timely manner, and are independent yet flexible and collaborative.

#### **Job Summary:**

The Communications Service Coordinator is responsible for developing captivating communication for community outreach and engagement, implementation, and management of a range of online and offline social marketing posts, creating high quality visual materials. You will work with the ED to ensure clear communication of the organization's mission, mandate, message, and brand across all channels, both internally and externally. Must embrace and model outstanding service to all and be willing to present solutions to whatever comes your way.

#### **The successful applicant will be responsible for the following:**

- Under the direction of the ED, develop, implement, and assist with all aspects of marketing and communication, including online, print, video, publications, and social media activities, to effectively support the strategic objectives of REAPS and convey its key messages to different stakeholders
  - Design graphics and promotional material and distribute in online and offline channels
  - Create necessary graphics and images with regards to branding to support our online and offline presence
  - Ensure consistent messaging, brand identity, and style guidelines
- Become familiar with all aspects REAPS work to communicate and market our activities effectively. Collaborate with the eco team – to produce effective promotional materials
- Craft and distribute monthly online newsletters
- Develop/maintain social media profiles and provide quality content, supporting and expanding our digital presence
- Design materials for exhibits
- Develop marketing schedules and maintain deadlines

- Photography: document presentations, programs, events, and initiatives for use on web and social media, and in various other forms
- Track projects, stats, and media exposure
- Organize marketing and networking events
- Assist with REAPS events as required
- Represent REAPS with the utmost integrity, exemplifying the values and mission of our organization

**Knowledge, skills, and abilities we are looking for:**

- Graphic design education or experience, even if informal
- Excellent oral and written communication skills
- Self-motivated, energetic, forward-thinking, and creative with strong attention to detail and a willingness to learn
- Experience using social media and knowledge of social media best practices
- Working knowledge of photo editing
- Strong interpersonal skills and comfort working with the public
- Ability to work closely and communicate respectfully with the eco team
- Possess excellent time management, organization, and multi-tasking skills
- Be familiar and comfortable with software, including but not limited to Canva, Microsoft Office Suite programs, MS365, Internet, and email
- Be familiar and comfortable with communication and collaboration tools such as Zoom
- Possess a stable internet connection and the ability to work from home if necessary
- Must show flexibility when asked to perform other tasks as needed
- Ability to work evenings and weekends as scheduled

**The following will be considered an asset for this position:**

- training or experience related to marketing, graphic design, web design, communications, media, or equivalent
- Photography skills
- Hands-on experience in content creation and management
- Copywriting skills

**REAPS is an equal opportunity employer.** We do not discriminate against ability, ethnicity, gender identity, socioeconomic background, or sexual orientation. We strongly encourage applications from racialized individuals, under-represented communities, diverse backgrounds, identities, and experiences. We're looking for motivated, compassionate people who can execute from the ground up. REAPS is committed to providing our team members with safe, quality work experience, employable skills, and access to career development through professional development opportunities and mentoring. We use an in-depth, hands-on training program that allows our new employees to learn by doing, working closely with our team.

---

All offers are subject to the satisfactory completion of reference, police criminal record checks, and required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a medical contraindication, religion, or another prohibited ground of discrimination as defined under the Canadian Human Rights Act. This job is a funded position - *criteria must be met*: between 15-30 years of age and a Canadian citizen legally entitled to work in Canada.

We thank all applicants for their interest. Only those selected for interviews will be contacted. Please email your resume, cover letter, and three references to:

Attn: Terri McClymont, Executive Director  
EMAIL: [terri@reaps.org](mailto:terri@reaps.org)

LOCATED AT: Suite 101, 1595 5<sup>th</sup> Avenue  
PO Box 444 Prince George, BC V2L S6