

Job Ad – Communications Coordinator



Columbia Basin Trust is seeking two temporary Communications Coordinators to join our team for an 18-month term. If you have experience executing social media and digital marketing campaigns, have strong verbal and written communication skills, and have a passion for coordinating communication and marketing plans, we want to hear from you! These are temporary, full-time positions based out of any of our four offices: Castlegar, Cranbrook, Nakusp or Golden.

Reporting to the Manager, Communications, the successful candidates will:

- Coordinate communications and marketing plans and campaigns.
- Coordinate the development of communication and marketing materials including writing stories, media releases, video scripts, briefing notes, web copy, speaking notes, PowerPoint presentations, reports, brochures and other marketing materials.
- Coordinate web, digital and social media strategies.
- Coordinate media relations and outreach efforts.
- Coordinate events and activities as required.

We are looking for individuals with a minimum two-year diploma in communications, marketing, journalism, business or other communications-related field or equivalent. The ideal candidates will have two to four years of communications and marketing experience preferably writing a range of content, supporting media relations activities, coordinating social media and digital campaigns, audio visual projects, advertising and supporting events. Experience with Wordpress, website content management and Adobe Creative Suite is required. These individuals must be able to establish and maintain strong working relationships throughout the organization and have the ability to work collaboratively with others and be flexible in a changing environment.

How to apply:

If you have what it takes to fill this challenging and exciting position submit a cover letter and resume on our website at <https://ourtrust.org/about/careers/> by August 2, 2021. The Trust respects and values the rich and diverse cultures in the Basin. We welcome and encourage those who identify as Indigenous to apply.

Who are we?

Our staff team is made up of Basin residents that thrive in a dynamic environment, are innovative and passionate and want to contribute to Columbia Basin communities. Working alongside the people of the Basin, the Trust is committed to strengthening where we live, now and for future generations.

The Trust operates in the traditional territories of the Ktunaxa, Lheidli T'enneh, Secwepemc, Sinixt and Syilx Nations. This region is also home to six Metis Nation BC Chartered Communities. We have offices in four communities around the Basin: Castlegar, Nakusp, Cranbrook and Golden. These communities offer year-round outdoor recreation, a vibrant arts and culture scene and much more.