

COMMUNICATIONS OFFICER

Are you a storyteller with a talent for sharing information in a way that is compelling, easily understood and resonates with audiences? We are seeking someone who can think strategically about traditional and digital communications and produce effective content and tools for the digital media age.

The Communications Officer will work closely with the CEO and Manager of Programs to develop strategic communications that provide transparency and inform community-based stakeholders, senior governments, program applicants and the general public about ICET programs and activities, best practices, success stories and other relevant regional content. The position will require outreach and some travel to communities in the Island and Coastal Region.

Responsibilities:

The Communications Officer will be responsible for all external communications needs. This includes the development of Strategic Plans and Annual Reports, news releases, project summaries, best practices stories, economic analysis and ensuring that this information is shared across multiple digital platforms including web and social media.

The successful candidate will also support internal communications and program activities. This includes the development of Board and governance materials, project analysis reports, economic analysis reports, program documents, marketing materials, web updates and other administrative duties which support ICET programs and corporate activities.

Qualifications:

- Education or experience equivalent to an undergraduate degree in a relevant discipline such as Journalism, Communications or Public Relations.
- Preferred candidate will have 3-5 years of relevant experience
- Knowledge and interest in community development and key regional economic issues
- Knowledge of the Island and Coastal region geography and economic landscape

Knowledge and Abilities:

- Strategic thinker with demonstrated communications planning capacity
- Demonstrated writing, editing and proofreading skills with exemplary attention to detail
- Report production and content planning skills

Building a diverse and sustainable economy.

- Creativity and productive innovation needed to drive stakeholder and social media engagement
- Experience with photography, video and digital clips will be considered an asset
- Strong organizational skills with the ability to work independently
- Flexibility and ability to work collaboratively within a high performance, small team setting
- Maturity and strong interpersonal skills required to build rapport and trust with local government officials, Indigenous communities, community-based groups, and government staff
- Ability to maintain confidentiality

This is a full-time contract position offering competitive wages, vacation time and cash-in-lieu-of benefits.

All applicants should submit a current resume, references and cover letter.

Documents should be sent in PDF format, by **January 15, 2020** to:

Denice Regnier, Manager of Programs and Corporate Affairs: denice.regnier@islandcoastaltrust.ca

Inquiries should be directed to the above by email or by phone at 250-871-7797 (ext 230)

For more information about the ICET: www.islandcoastaltrust.ca, [Facebook](#) or [twitter](#).