



BE A PART OF THE CLAYOQUOT BIOSPHERE TRUST

THE CLAYOQUOT BIOSPHERE TRUST (CBT) IS SEEKING A FULL-TIME COMMUNICATION & OFFICE COORDINATOR TO JOIN OUR TEAM

As a biosphere region and community foundation, we support the health and vitality of our communities and ecosystems. The successful applicant will help achieve our vision through this key front-line position. We are seeking an outgoing and organized individual for a long-term office position.

The coordinator is responsible for maintaining the day-to-day operations of the CBT under the direction of the Executive Director. This includes ensuring that the CBT is represented to the region, our board, our partners and our visitors in a professional and friendly manner, both in person and in all communications.

THE COORDINATOR IS RESPONSIBLE FOR:

- Arranging meeting logistics, assembling packages, recording minutes, setup/teardown of meetings and events, maintaining contact lists, records and electronic filing;
- Financial reporting and accounting support, including bank deposits and preparation for cheque processing;
- Providing administrative support for all granting, programs and staff;
- Producing content and campaigns for all CBT platforms which aligns with our national and international mandates, including website, e-newsletter and social media;
- Providing assistance to all visitors, including volunteers, grantees and donors; and
- Maintaining a welcoming and functional office space.

The **Communication & Office Coordinator** will work in the Tofino office. Flexible working hours will be required in order to attend CBT Board and Committee meetings during evenings and weekends.

Candidates are asked to send their resume, two recent examples of online content (e.g., online articles, photo blogs, social media campaigns, or video) and cover letter **by 4:00 p.m. on Monday, February 12th** to Rebecca Hurwitz, Executive Director by email to rebecca@clayoquotbiosphere.org. Only qualified local candidates will be considered.

EDUCATION AND EXPERIENCE

Candidates should have a Bachelor's degree in communication, office administration or a related discipline and two years of experience in communication, office administration; or an equivalent combination of education, training and experience. Experience working with content management systems, e-newsletter software, social media tools and familiarity with office systems is required.

REQUIRED SKILLS:

- Strong writing skills for website content and e-newsletter
- Social media content development, publishing and moderating
- Basic photography skills and appreciation for brand style guides
- Strong initiative and resourcefulness
- Exceptional organizational skills
- Exceptional attention to detail
- Ability to quickly learn new software and tools as needed
- Ability to work, relate and interact with diverse groups of partners and stakeholders
- Must maintain appropriate professional standards and uphold CBT guidelines

PERSONAL ATTRIBUTES & CHARACTERISTICS:

- Understanding and respect for our communities and Nuu-chah-nulth culture
- Willingness to share ideas, express creativity and contribute constructive feedback
- Ability to work well with a small team
- Able to work independently, show initiative and meet deadlines
- Ability to travel and work flexible hours as required
- Ability to work on multiple projects simultaneously
- Ability to work under pressure

TERMS:

- Position is based on 37.5 hours per week, year round
- Majority of work is to be performed from the CBT office
- A 3-month probationary period and evaluation for new employees is required
- A valid driver's license is essential; a reliable vehicle is an asset
- Extended health benefits are available after 3 months