



Globally-minded. Ecosystem-oriented. Community-driven

## **Employment Opportunity – Communications and Administration Intern**

Wage: \$23.91/hour

Duration: June 1- August 31, 2021

30 hours per week

This position is funded in part through the Canada Summer Jobs wage subsidy program. Preference will be given to qualified Indigenous and/or French-speaking applicants already residing in the Clayoquot Biosphere region. All eligible candidates must:

- be between 15 – 30 years of age at the start of employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Tasks and Responsibilities:**

#### **Communications**

- Monitor and maintain CBT social media profiles, learning to align posts with communications strategy and building digital and communications skills.
- Create 2-3 newsletters during employment term and update website as needed.
- Support communications with donors and partners.
- Develop databases and improve contact management systems.
- Provide communications support for Neighbourhood Small Grants Island Network, a Vancouver-Island network co-led by CBT.
- Select and deliver a special project aligned with applicant skills; staff with a variety of skills can mentor candidate on one of the following projects depending on the applicant's interests and experience:
  - analyze data collected over past 5 years of small community grant making and report on trends
  - create a "story bank" sharing stories from small community grants

- document and share contemporary themes in community development and COVID-19 recovery, such as regional food security, through a photography and writing project.

## Administration

- Maintain office presence (either remotely, in person, or a blend of both depending on public health guidelines during the time of employment) by monitoring phone and [info@clayoquotbiosphere.org](mailto:info@clayoquotbiosphere.org) email address. General upkeep of office premises as required.
- Provides front-line support to all office visitors including volunteers, grantees and donors.
- Provides administrative support for all programs and staff.
- Provides support for board of directors and committee meetings.

The successful candidate should have a positive attitude, strong interpersonal skills or a willingness to develop interpersonal skills, proficient computer skills, the ability to work productively both in a professional shared office setting (located at 316 Main Street, Tofino and from your home (equipment will be provided), and have an interest in sustainable community development, communications, writing, and administration.

## Application Directions

To apply, please submit a cover letter and resume outlining your interest, relevant experiences, and education to by email to [info@clayoquotbiosphere.org](mailto:info@clayoquotbiosphere.org). Applications review and interview scheduling will be conducted on a rolling basis until the position is filled.

## About the CBT

The Clayoquot Biosphere Trust (CBT) is a registered charity based on the west coast of British Columbia, Canada. Established in 2000, CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere reserve. We pair this spirit of community with the power of a global presence to bring more people together for a shared understanding. We are one of 1800 community foundations worldwide implementing United Nations' goals to reduce poverty, end hunger, ensure quality education, and protect the environment. CBT also oversees the Clayoquot Sound Biosphere Region, one of Canada's 18 UNESCO biosphere reserves, and sustainability is at the heart of everything we do. Our team works to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.

## Helpful Resources

[CBT Website](#) | [2019 Annual Report](#) | [2018 Vital Signs Report](#) | [Striking Balance Film](#)