Sustainability Communications Coordinator

JOB DESCRIPTION

Position Title: Sustainability Communications Coordinator
Position Type: Full-time contract (72 hours bi-weekly)
Remuneration: $22 per hour
Position Term: September 8, 2014-March, 2016 (extension possible)
Reports to: Director, SFU Sustainability Office
Posting Date: August 14, 2014
Deadline for applications: Open till the position is filled

POSITION SUMMARY
The Sustainability Communications Designer works with the Director and Sustainability Office staff to design and deliver communications to support community engagement activities. This position includes sustainability planning; designing print and web materials; liaising with SFU Public Affairs and Media Relations; curating the Talking Sustainability Blog; updating and maintaining the Sustainability website and social networking outlets; and writing content for community announcements and press releases. The position will be instrumental in raising the profile of SFU’s sustainability activities.

DUTIES AND RESPONSIBILITIES
1. Communication Strategic Planning & Public Relations
   • Work with the Director to develop a University sustainability communication plan
   • Develop communication plans for specific projects and programs
   • Assist the Director in raising the profile of SFU’s sustainability activities internally and externally
   • Represent the Office at internal and external community events

2. Zero Waste Communication Strategies Development
   • Work with the Zero Waste Coordinator to raise the profile of the Zero Waste Initiative
   • Design and deliver communication campaigns to engage the internal community in diversion and reduction activities

3. Design & Delivery
   • Design print, web and social media documents
   • Manage SFU’s sustainability website and social media
   • Curate the Office’s Talking Sustainability Blog
   • Refine the Office’s newsletter, develop content and distribute to subscribers
   • Design and launch a visual history of sustainability at SFU
ENTRANCE QUALIFICATIONS:
Undergraduate degree in Communications, Design or another discipline relevant to communications, design and media work, with at least one year of related experience, including experience in the development of communications plans, written communication for sustainability education and print and web design.

Excellent knowledge of standard office, web publishing, and graphic design applications

Excellent interpersonal and communication skills (both oral and written)

Experience communicating to diverse audiences about sustainability topics

Excellent organizational skills

Ability to exercise sensitivity and tact

Willingness to work in a shared office space and within a team environment

HOW TO APPLY
Candidates should submit the following as one PDF document to Candace Le Roy at candace_leroy@sfu.ca with the subject heading “Communication Position Application-YOUR NAME”:

1. Cover letter
2. Resume
3. A sample portfolio

If the whole package cannot be sent in one email please number your emails so we know there are multiples.