



How would you like your job to have an amazing environmental impact? Does helping wildlife align with your personal values?

We are looking for an energetic communications professional with expertise in media relations, corporate branding, and execution of marketing programs. If this sounds like you, please read on!

Position: Communications Coordinator (Fund Development Department)
Hours: 40 hours/week, permanent
Preferred start date: May 1, 2022
Application Deadline: April 15, 2022
Compensation: Salary plus benefits is commensurate with experience

Established as a registered charity in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals in the urban environment. The organization is committed to saving lives while educating the public on how to coexist peacefully with urban wildlife. We are BC's busiest wildlife rehabilitation centre, now with over 6,000 patients a year and over 32,000 incoming contacts to the Wildlife Support Centre.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful shared territory.

The Fund Development team consists of fundraising, communications, marketing, and data management professionals that we are very happy to be expanding. The organization is growing rapidly with exciting new opportunities to pursue. This is an ideal position for someone who enjoys contributing to an organized team, is passionate about expanding quality internal and external communication systems, and has experience in executing highly successful marketing programs.

The position of Communications Coordinator has a key role in presenting our mission, programs and campaigns to local, regional, national, and international communities through multiple platforms such as our website, podcasts, press coverage, publications, social media. This position interfaces with many other departments and has a very close working relationship with the Wildlife Support Centre and the Wildlife Hospital.

This position is primarily remote with visits to animal care sites as needed.

We look forward to hearing from you if you have these essential qualifications:

- At least 5 years education/experience in communications
- Excellent communications and relationship building skills

- Advanced skills in copywriting, editing, and grammar
- Expertise in media relations and building community awareness
- Advanced knowledge of managing social media and online communication platforms
- Strong organizational and time management skills with attention to detail
- Commitment to self-development and growth
- Excellent leadership skills with ability to inspire coworkers
- Ability to excel in a fast-paced, dynamic team environment
- Ability to easily prioritize tasks and manage multiple deadlines
- Advanced computer skills including analytics expertise
- Ability to work flexibly when urgencies arise

Our ideal candidate may have some or all of the following skill sets:

- Extensive experience working with email marketing platforms
- Experience specifically with Pardot and Salesforce an asset
- Experience in podcasting and YouTube channel development
- Significant experience with executing marketing projects
- Ability to develop and manage internal organization communication systems
- Has knowledge of data systems and data collection
- Understanding of customer service and call centre operations

Why should you apply?

- You value working for a cause that has a direct positive effect on the environment
- You respect wildlife and care about human impacts
- You appreciate and want to fully participate in a culture of respect, social intelligence, and appreciation among staff and volunteers
- You enjoy a collaborative and philanthropic work environment with highly dedicated and enthusiastic board members, staff, and volunteers

Equity, Diversity, and Inclusion

It is WRA's policy to provide equal opportunity for all qualified employees and applicants for employment without regard to race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital status or sexual orientation. Reasonable accommodation will be made for persons with disabilities.

This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation, you may contact us at recruitment@wildliferescue.ca.

To Apply:

Submit your cover letter and resume together in a single pdf file using our online form by copying and pasting this link into your browser. <https://app.smartsheet.com/b/form/76fd7779b964491788acc58bdf30324>

Applications for more than one position at Wildlife Rescue are accepted.

Please be advised that only short-listed candidates will be contacted for interviews, and we thank all applicants in advance for their interest.