



Let your career SOAR with Wildlife Rescue!

Are you interested in being part of a PURPOSE-DRIVEN team with a passion for animals and wildlife?
Do you want to join a fast-growing organization making a big impact in BC?

We are looking for a **Communications Assistant** to join our team.

In this dynamic role, you are empowered to bring your creative spirit to work every day, where you can foster important community connections and play a critical role in supporting British Columbia's wildlife.

Wildlife Rescue values work-life balance;
we offer numerous values-driven employee perks and benefits to support our employees in being their best selves both in and out of the workplace.

Position Profile:

The Communications Assistant is a full-time, 32 hours per week, permanent position, that supports a broad range of communications activities essential to the success of Wildlife Rescue's marketing and communications initiatives.

Wage:

\$20.55/hour

Who YOU are:

You embrace the opportunity to bring new ideas and innovative approaches to a not-for-profit driven by our Mission, Vision and Values which we live and breathe every day.

Who WE are:

Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are western Canada's busiest wildlife rehabilitation centre, with over 6,000 animal patients admitted each year.

The marketing and communications team are essential in the delivery of Wildlife Rescues internal and external messaging. Through education initiatives, campaigns, and engaging social media content, the communications team connects internal and external stakeholders with wildlife, through videos and storytelling, delivering key messages that support the lives of urban wildlife in British Columbia.

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.

Employee Perks and Benefits:

- Professional development funding and opportunities
- Room for career growth
- 3 weeks paid vacation to start

- A competitive extended medical and dental benefits plan, which includes:
 - Teledoc medical services
 - Employee Life insurance
 - Access to a variety of paramedical health services including counselling, chiropractors, massage therapists and more.

Highlight of Key Responsibilities:

- Assist in the development and implementation of innovative and exciting social media strategies that will increase WRA's online presence and grow our audience.
- Liaise with Hospital and Support Centre staff to capture stories and content in relation to new and exciting wildlife patients, wildlife trends, releases, and rescues.
- Capture and edit film and video content for use on Wildlife Rescue's social media platforms.
- Keep informed of developments in current trends and online culture and use this information to help the organization operate with initiative and innovation.
- Collaborate with the Fund Development Team in the creation of operational plans that support the organization's strategic plan.
- Lead, coach, develop and coordinate volunteers in activities relating to social media, videography, data management projects and administration.
- Monitor and analyze the performance of communication efforts, providing insights and recommendations for continuous improvement.

Key Qualifications & Experience:

- A degree or diploma in Communications, Marketing, Journalism, or a related field, an asset
- Excellent written and verbal communication skills, with strong English proficiency
- Proven experience in content creation and the management of social media platforms, including but not limited to Facebook, Instagram, LinkedIn, Twitter, TikTok, YouTube, etc.
- Demonstrated knowledge of videography techniques and editing software
- Effective organizational skills and the ability to manage multiple tasks with high attention to detail
- Must have some working knowledge of editing software, graphic design software, social media management platforms, CRMs, and other essential software such as Adobe Creative Suite (Photoshop, Illustrator), Canva, Hootsuite, Salesforce, and WordPress, etc.
- Willingness to spend a minimum of 16 hours per week at Wildlife Rescue's location in Burnaby BC, required

Note:

- All candidates must be willing to submit proof of current tetanus and COVID-19 vaccination and to obtain criminal record check as per policy.
- WRA is an Equal Opportunity Employer committed to Diversity, Equity 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, resume, and work samples in a pdf format using our online [Smartsheet Form](#).

If you have any questions, please feel free to contact us at recruitment@wildliferescue.ca