

Job Posting: Content and Production Specialist

Location: Flexible (virtual staff team across Canada)

Posting date: 13 February, 2020

Application Deadline: 28 February, 2020

Overview

About the Institute

The [Canadian Institute for Climate Choices](#) is an unparalleled collaboration among more than 50 experts from across the country. We produce rigorous and independent research, analysis and insight to bring clarity to the climate challenges and transformative policy choices ahead for Canada.

The Content and Production Specialist is responsible for developing and delivering digital and print content across our platforms and channels to share our research in new and compelling ways. The ideal candidate is an excellent project manager, as well as a creative communicator with top-notch multimedia and design skills and experience measuring results using analytics and performance metrics. The Content and Production Specialist will contribute to developing, deploying and measuring strategies to establish the Institute as a credible, constructive and independent voice in Canada's conversation about climate choices while building support for sound climate policy solutions among our core audiences across Canada.

This position reports to the Director of Communications and involves working closely with other members of the Communications, Engagement and Research teams.

Required qualifications & skills:

- Post-secondary degree in communications, journalism, marketing, design, environmental studies, political science or related fields (equivalent work experience will also be considered in lieu of academic qualifications)
- 3+ years of work experience in communications, publishing, journalism, marketing, public relations or engagement
- Proven success managing complex communications projects and publication development, from the scoping stage to the post-mortem
- Experience with back-end website management using WordPress and/or other tools
- Experience measuring the impact and reach of communications efforts using Google Analytics and social listening platforms
- Demonstrated success with growing online audiences and strong judgment when managing social media and digital engagement campaigns

- Ability to produce simple and engaging multimedia content for social platforms (e.g. GIFs, cards, animated or live videos) and work with external creative & production teams
- Familiarity with layout software and a good eye for communications design
- Lively writing and strong editing skills, and the ability to coach others to improve writing skills
- Knowledge of French, from intermediate skills to fluently bilingual, is a strong asset in this position.

The successful candidate will also be:

- A detail-oriented project manager capable of juggling competing priorities and delivering work on-time and on-budget
- A quick learner comfortable adopting new tools and/or working with GSuite, WordPress, MailChimp, HubSpot or other CRM systems, media and social monitoring and evaluation platforms, Zoom, Slack and more.
- A self-starter, problem-solver and collaborative worker.
- Highly knowledgeable about best practices and new developments in digital engagement and social media.
- A strategic and innovative doer committed to delivering results and measuring success.
- Aware of current issues and regional nuances related to climate policy in Canada.

Additional Details

- Work is done in a virtual environment with Institute staff located across the country.
- The role is a full-time salaried position with occasional travel and evening/weekend work required.
- Salary is competitive and will be based on the skills and experience of the successful candidate.

To apply

Send one PDF file including resume and a single cover letter outlining your interest and qualifications to careers@climatechoices.ca.

The Canadian Institute for Climate Choices is committed to being an inclusive and equal-opportunity employer that cultivates and celebrates diversity within our hiring practices and organizational culture.

All applicants must be legally qualified to work in Canada.

We thank all applicants, but only those selected for an interview will be contacted.