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Communications Specialist Job Posting

Term Position ending March 31, 2019, with possibility of extension.

Our goal is to make this a permanent position as funding allows.

Deadline to apply: August 6, 2018 at 9am

OWC Mission: The Oldman Watershed Council (OWC) is a collaborative forum for all voices, working for watershed health through education, action and stewardship.

Position Description:

We are seeking an experienced professional to lead all aspects of our communications strategy. The Communications Specialist is responsible for maintaining strong relationships with our followers, donors, volunteers and partners online and offline. Maximizing the effectiveness of our engagement tools is key. The ideal candidate will have experience in the non-profit sector and the ability to develop meaningful relationships that support fund development, attract volunteers and inspire people to take action for the watershed.

The successful candidate will work full time (36.25 hours/week) from the OWC office in Lethbridge and will receive 3 weeks paid vacation per year. As a small organization, the OWC offers a flexible, friendly work environment with 5 other staff members who will work closely with the Communications Specialist to achieve our goals.

Salary: \$65,740 – \$77,400 / year, depending on qualifications and experience.

Qualifications:

- 3+ years of work experience in a communications role.
- Training in public relations, social sciences, marketing, social media, video production.
- Understanding of Southern Alberta culture and ability to effectively communicate with residents.
- Proficient with MS Office, Google Apps and ideally eTapestry.
- Excellent writing, listening and speaking skills.
- Experience working with volunteers.
- Very well organized and able to manage time and deadlines effectively.
- An appreciation for the environment, familiarity with the local environmental community and understanding of environmental science would be an asset.
- A valid driver's licence and willingness to travel throughout the watershed.
- Willingness to work evenings and weekends as required.

Key Duties and responsibilities:

- Lead internal and external communications planning and execution.
- Oversee all online channels (blog, website, social media, newsletter) and work collaboratively with all staff to deliver meaningful content.
- Develop engaging educational videos that showcase best practices for the watershed.
- Create coffee table book highlighting key historical moments (based on our online historical timelines).
- Edit all public documents, blogs, etc. to maintain brand consistency.
- Write grant applications and proposals.

- Work closely with the Development Specialist to develop and execute campaign communications strategy.
- Maintain records and statistics related to performance and achievements.
- Other related duties as needed.

Please email your cover letter and resume to OWC's Executive Director, Shannon Frank, at Shannon@oldmanwatershed.ca as one pdf file called "OWC Communications Specialist YOUR NAME."

For more information please visit our website www.oldmanwatershed.ca. We thank all applicants that apply, however only those chosen for an interview will be contacted.