



## Geoscience BC – Communications Manager

Geoscience BC was established in 2005 as an independent, non-profit organization that supports investment in British Columbia's mineral and energy sectors. We have the unique ability to work in close cooperation with First Nations, local communities, governments and resource sectors to design and deliver earth science programs while providing earth science information publicly.

This is your chance to be part of a high-performing team focused on providing credible earth science that promotes and supports investment opportunities and sound decisions about resource development in BC.

The **Communications Manager** is a newly created position reporting to the President and CEO. The role is responsible for raising the profile of our organization by implementing our Communications Plan as it relates to First Nations, local communities, governments and the resource sector. This is a wonderful opportunity for someone looking to take the next step in his or her career by becoming a strategic partner in a new role. Our compensation package includes a merit-based bonus plan, extended health and dental coverage, MSP, a monthly fitness benefit and RRSPs.

### What you will be doing:

1. Implementing the Geoscience BC Communications Plan. You will work with and advise the senior team on communications matters and coordinate the related activities of staff and external contractors.
2. Developing and disseminating impressive communication pieces, including: the Annual Report, new releases, and all print and digital media materials.
3. Liaising with the public by participating in Geoscience BC events and outreach, including staffing our booth, attending conferences, and assisting the organization's engagement of First Nations, local communities, governments, resource sectors and others.
4. Coordinating events with the media and working to earn media coverage.
5. Ensuring our website content is accurate, current, and functional. You have the freedom to make decisions related to the structure, functionality, and content (including creating new content).
6. Managing all aspects of our social media strategy. You make the decisions regarding the use of social media tools and what is posted or seeded into the online environment. You manage social media campaigns and ensure we are up to date on the latest social media trends, tools and techniques.
7. Assisting our senior team in outreach initiatives including building presentations and speaking notes as well as managing and developing the graphic components of conference materials - including printed and digital brochures, abstracts, invitations, signage, and website graphics.

**About you:**

1. You have a post-secondary degree and/or the equivalent training in communications. Experience/education in resource-related communications is a plus.
2. You have at least three years' experience successfully implementing communications initiatives through digital and print media (internet and social media – including website design).
3. Strong media knowledge and experience; including knowledge and application of social media.
4. You have exceptional communication skills - oral and written.
5. You are proficient in using Microsoft Office (Word, Excel, Outlook, PowerPoint) and desktop publishing software (InDesign).
6. You are able to coordinate the efforts of a team of diverse employees and contractors.
7. You are a personable, professional, warm and friendly self-starter – you enjoy working with people, especially the public.
8. You are able to travel up to 40% of the time and can work occasional evenings and weekends.
9. Experience working with a non-profit organization is an asset.
10. Experience working in the resource sector is an asset.

If this sounds like you, please send your resume and cover letter by 5pm on June 8, 2015 to: [careers@geosciencebc.com](mailto:careers@geosciencebc.com).

We thank all applicants who apply, but advise that only those who have been selected for an interview will be contacted.