

Position: PHJV Communications Specialist

Duration: Two year, ½ time contract (approx. 20 hours/week), with possibility of extension

Location: Work remotely within Canada, preferably in Alberta, Saskatchewan, or Manitoba.

Compensation: \$50,000 per year, plus travel and expenses budget as required.

Position Summary:

The PHJV Communications Specialist will provide creative communication support to the Prairie Habitat Joint Venture (PHJV). The Communications Specialist will lead the development of educational and achievement communications products; develop content for, and maintain our website, and our social media content and calendar. This position will report to the PHJV Communications Committee Chair, be directed by the PHJV Communications Committee, and be responsive to the PHJV Advisory Board and other PHJV Committees.

Key job responsibilities/activities:

- build a 5-year communications strategy and annual communications implementation plans (10%),
- develop communications products such as factsheets, brochures, and presentations (40%).
- establish and maintain social media accounts and develop/coordinate content (40%),
- website content and maintenance (10%),

The percentages provided here are a rough outline of the annual work plan, and will fluctuate throughout the year.

Skills/Experience required:

- A diploma or degree in communications or environmental education, or at least 3 years of equivalent work experience;
- extensive knowledge of and experience with communication principles, including appropriate tools and tactics used to reach and influence key audiences in support PHJV goals and objectives;
- experience in conservation or science-related communications;
- strong writing skills with ability to deliver compelling content that is educational and engaging;
- understanding of stakeholder relationships and how groups work together;
- knowledge of basic design principles and ability to translate information visually
- strong interpersonal and communication skills;
- keen ability to develop and present social media content and compelling stories;
- ability to work within a team.

About us:

The PHJV is a voluntary partnership of the three prairie provinces: Alberta, Saskatchewan, Manitoba, the government of Canada, and non-government conservation organizations, brought together in the common cause of conserving wetland and grassland habitat for waterfowl and other wildlife.

Our mission is to provide leadership to achieve healthy and diverse waterfowl and other bird populations through conservation partnerships. These partnerships strive for sustainable and responsible management of the landscape taking into account social, economic and environmental factors.



The PHJV values diversity and strives to be inclusive. Please let us know if we can assist you to become an outstanding member of our team by accommodating you on this application process or within the scope of job responsibilities. We are open to hear from you.

Application deadline:

Please submit your application by September 25, 2023. This deadline may be extended until a suitable candidate has been selected.