

Communications Coordinator

www.forestrycouncil.ca

201 Milton St. Nanaimo, BC V9R 2K



POSITION PROFILE

Position Title:	Communications Coordinator
Reports to:	Marketing & Outreach Lead and works closely with the Director of Engagement and Communications.
Employment Type:	Full time (1 year with potential to extend)
Job Location:	Nanaimo or Remote within BC
Salary Range:	\$60,000-\$70,000

Role Purpose

The Communications Coordinator supports the delivery of clear, timely, and accessible communications that highlight First Nations leadership in forestry. The role provides hands-on, day-to-day support across communications activities, including synthesizing program reports, news releases, and sector information into content for digital, social media, and other channels.

Working closely with the Engagement and Communications team, this position supports content development, social media coordination, and creative production across program areas. The role requires the ability to respond to day-to-day communications needs with short turnaround times, while also managing scheduled deliverables.

This role is well suited to someone who is highly organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment. It is ideal for someone with strong writing, digital communications, and design skills who enjoys working collaboratively and translating complex information into clear, accessible content.

About the Forestry Council

We are a non-profit organization dedicated to supporting and empowering First Nations individuals, businesses, and governments in increasing their leadership and participation within British Columbia's forest sector. Our mission is to provide and enhance access to vital information, tools, resources, and support, empowering First Nations to seize opportunities and make informed decisions that will revolutionize the British Columbia forest sector. Through engagement, collaboration, and respect for traditional laws and protocols, we strive to unite diverse communities to shape the sustainable management of forests for future generations. Our work is organized into three core areas:

Under Section 42 of the BC Human Rights Code, preference will be given to Indigenous applicants. Candidates who wish to qualify for preferential consideration must self-identify in their cover letter.



Forest Governance:

Supporting First Nations in becoming full partners in forest governance and stewardship. We assist with policy development and reform, helping First Nations governments navigate complex policy environments and increase their role in shaping forest policies across the province.



Workforce Development:

The Workforce program area supports Indigenous individuals to discover, access, and advance careers in the forest sector. This work focuses on strengthening career pathways through employer partnerships, education and training supports, and access to job opportunities, career discovery tools, scholarships and training.



Business Development:

Assisting First Nations businesses in identifying opportunities and achieving long-term economic success in forestry.

By serving as a central resource for First Nations communities, the Forestry Council ensures that the information, resources, and opportunities needed to thrive in the forest sector are within reach. Together, we are building a future where First Nations are at the forefront of sustainable forest management in British Columbia.

What Success Looks Like

In the first 6 months:

- Builds a strong understanding of the organization's priorities, tone, and audience
- Effectively synthesizes reports and materials into clear, concise communications
- Produces high-quality digital and social media content aligned with key initiatives
- Demonstrates strong organizational skills, managing multiple projects and timelines effectively
- Consistently delivers work on time and meets deadlines
- Establishes consistent, visually engaging templates and design standards
- Applies design skills to create clean, professional, and visually consistent content

Over time:

- Becomes a reliable resource for translating program and sector information into clear communications
- Improves consistency, clarity, and timeliness of messaging across channels
- Regularly identifies opportunities to share updates, results, and program impacts
- Strengthens digital and social media presence through consistent content delivery
- Supports alignment across teams through clear and consistent communication
- Helps improve communications tools, templates, and workflows

Core Responsibilities

- Synthesize program reports, news releases, and sector information into clear communications
- Develop content for digital, social media, video, and multimedia channels
- Create graphic design and visual assets using templates and brand standards
- Draft, edit, and refine communications for accuracy and clarity

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- Support program and event communications, including updates and promotions
- Coordinate social media content, audience engagement, and scheduling
- Maintain file systems, content calendars, and communications tracking tools
- Manage timelines, coordinate inputs, and provide ad hoc communications support

Working Conditions & Realities

- Primarily remote with regular on-site work in Nanaimo
- Standard business hours with occasional flexibility
- Supportive, collaborative team environment

Ideal Experience & Attributes

- Diploma or degree in Communications, Marketing, Journalism, or related field
- 2–4 years' experience in communications or content coordination
- Strong writing, editing, and content synthesis skills
- Experience managing social media and digital content
- Basic graphic design skills (e.g., Canva or Adobe)
- Strong organization and ability to manage multiple deadlines
- Experience supporting program or event communications
- Interest in First Nations leadership and forestry and stewardship an asset

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