

Job Title: Communications & Event Planning Coordinator

Location: Lunenburg & Bridgewater, NS

Salary: \$19.24/hr, 35 hr work week

Status: Full-time, 19 month position starting April 18, 2016

The Bluenose Coastal Action Foundation is a community-based charitable organization with a mandate to address the environmental concerns along the South Shore of Nova Scotia. Coastal Action's goal is to promote the restoration, enhancement, and conservation of our ecosystem through research, education, and action. The organization has been an established member of the Lunenburg County community since its inception in December 1993. Coastal Action has over 20 years experience in successfully delivering environmental initiatives throughout the South Shore region of the province. Project themes have included such issues as River Restoration on the Mushamush, Gold, LaHave, and Petite River systems; Water Quality Monitoring in the LaHave River and Petite Riviere watersheds; Endangered Species Projects addressing the Roseate tern, Atlantic whitefish, Atlantic salmon, and American eel; Climate Change and Pollution Prevention initiatives (i.e., Active Transportation, Water and Energy Conservation, Solid Waste Education, etc.); and Clean Boating...to name but a few.

Coastal Action is working with the Town of Bridgewater to assist in the delivery of the Bridgewater Community Energy Initiative (BCEI). The BCEI will engage a broad cross-section of residents, businesses, and organizations to begin a transition to energy sustainability by taking concrete action on innovative energy solutions, and developing a practical roadmap toward this desired future. Coastal Action is also helping to plan and manage Bridgewater's Growing Green Festival, the only annual event in Atlantic Canada dedicated to all things related to "sustainability".

Coastal Action is currently seeking a hardworking, dynamic, and motivated individual who has a passion for the environment to add to our team. The organization's approach is always collaborative and team oriented, and as such, the position will involve working on both Coastal Action and Town of Bridgewater initiatives. In this engaging role of Communications and Event Planning Coordinator, the successful candidate will report directly to Coastal Action's Executive Director and also work closely with Town of Bridgewater staff and partners.

The Communications and Event Planning Coordinator's responsibilities will fall under three main activities; the Bridgewater Community Energy Initiative, the Growing Green Festival, and general Coastal Action communications needs. Specific duties and responsibilities will include:

- Working with Coastal Action staff and board on the development of a Communications Plan/Strategy for the organization.
- Managing social media accounts.
- Designing and implementing fundraising events.
- Drafting various communications products (i.e., media releases, website materials, brochures, posters, etc.).
- Working with volunteers and partners in the planning and managing of the Growing Green Festival.
- Working with BCEI Steering Team in the design and implementation of a large Community Energy Fair.



- Administering projects, managing budgets / controlling costs, and managing project documentation.
- Attending regular meetings with various partners and stakeholders.
- Representing Coastal Action at various community festivals and events.

Required Qualifications:

- Bachelor's degree or post-secondary education in Community Development, Environmental Science or Studies, Management and Sustainability, Communications, or any other related discipline.
- Must have a valid Canadian driver's license and access to a personal vehicle that could be used for work purposes.

Essential Skills:

- Exceptional organizing, management, and reporting skills.
- Experience in planning/organizing/implementing a large public event.
- Able to work well independently, solve problems, and meet deadlines under pressure.
- Exceptional communication, interpersonal, and facilitation skills.
- Proficient with MS Office computer applications, internet search engines, and social media platforms (i.e., Facebook, Twitter, etc.).
- Experience developing and implementing the following kinds of communications materials and processes: marketing, social media, newsletters, displays.
- Experience in working with / management of volunteers.
- Ability to work well in a team environment with constantly shifting priorities.
- Must have past experience in or demonstrate a passion for the environment.

Asset Qualifications:

- Experience in graphic design or desktop publishing applications.
- Experience with website development, maintenance, and administration.

Please submit cover letter and resume merged into one document to Brooke Nodding at brooke@coastalaction.org. Deadline for resumes to be submitted is **February 29, 2016**.