



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

Communications Coordinator – Full time

Coastal Action and the Clean Annapolis River Project are looking for a creative and passionate storyteller! The **Communications Coordinator** will help amplify our voice, create engaging content, and connect with diverse audiences.

About Us

Coastal Action is a charitable environmental organization based in Mahone Bay, NS. Since its inception in 1993, Coastal Action's mandate has been to promote the restoration, enhancement, and conservation of our environment through research, education, action, and community engagement. Coastal Action's work includes five main program areas: Coastal & Marine, Watersheds & Water Quality, Climate Change, Environmental Education, and Species at Risk & Biodiversity.

Clean Annapolis River Project (CARP) is a charitable not-for-profit environmental organization based in Annapolis Royal, NS. Founded in 1990, CARP's mission is to enhance the ecological health of the Annapolis River watershed for current and future generations through science, leadership and community engagement. CARP's work is focused on environmental and ecological monitoring and assessment, ecological enhancement and protection, and community engagement and education.

Job Description

We're seeking a high energy and self-motivated team member who is excited by the opportunity to play a pivotal role in furthering our organizations' footprint in Atlantic Canada.

The **Communications Coordinator** would be responsible for creating and implementing integrated marketing and communications strategies for external and internal audiences. This includes understanding the desired impact of our organizations, developing engaging content for multiple audiences, supporting community outreach and engagement, organizing events, and managing communication activities.

Salary Range: \$46,000 - \$56,000 CAD per year.

The position will be mostly based with Coastal Action, but will also provide communications support to CARP during one day per week.

Responsibilities

- Develop, manage, and execute the organization's communications plan, including brand and brand identity.



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- Writing, design, and layout of various communications and marketing materials and tools, ensuring alignment with the organization’s brand guidelines.
- Develop, ideate, research, write, edit, and design engaging content and stories for various platforms, including website updates, blogs, social media posts, newsletters, annual reports, and press releases for a number of projects and initiatives.
- Develop and manage donor platforms, volunteer engagement, and corporate donation strategies.
- Provide support for day-to-day communications and marketing tasks and perform any other related duties as requested.

Qualifications and Requirements

- Undergraduate degree in journalism, communications, marketing, or public relations.
- A combination of 3 years of related work experience in journalism, communications, public relations, and/or marketing.
- Demonstrated strong communication skills, with the ability to clearly relay information in a compelling way and to translate complicated concepts into clear messages.
- Exceptional writing, editing, and storytelling skills, with an ability to tailor messaging for diverse audiences.
- Proficiency in graphic design tools such as Canva, Adobe Creative Suite, Publisher, InDesign, or similar platforms.
- Familiarity with website development and maintenance (esp. Weebly, Wordpress).
- Ability to work independently with a thoroughness and attention to detail.
- Ability to adapt (flexible hours: including evenings and weekends on occasion)

Please send resumes and accompanying cover letters to Rodrigo Menafrá at apply@coastalaction.org. Include “Communications Coordinator – [Your Name]” in the email subject line.

Closing date: Applications will be accepted until April 12th, 2026.

Coastal Action is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.