



LANGLEY ENVIRONMENTAL PARTNERS SOCIETY

#201- 4839- 221 Street, Langley, B.C. Canada V3A 2P1 (604) 532-3511
www.leps.bc.ca

JOB POSTING: Media and Communications Specialist

Term: Full Time, Summer 2020

Description:

The Media and Communications Specialist will support LEPS staff in creating high quality digital outreach, using video, social media, websites, etc.

Key Responsibilities and Duties

- Develop videos and online resource materials
- Facilitate online workshops and webinars via Facebook live, Zoom and other platforms
- Create high quality video of environmental education workshops and outreach messaging
- Website uploads and maintenance
- Social media outreach
- Phone and email communications
- Perform other duties as assigned.

Qualifications

Education and Experience: Post Secondary studies in media and communications or related field. Direct experience in project management; media and communications a must; knowledge of environmental sustainability and conservation an asset.

Individual qualities

- Enthusiastic, outgoing and approachable
- Comfortable with physical outdoor work
- Excellent communicator with strong interpersonal skills
- Self-starter with the ability to work independently and as part of a team
- Organized and detail oriented
- Own equipment a plus (*rental of equipment possible*)

Criteria

- Preference will be shown to applicants currently residing in the Greater Vancouver/Fraser Valley region of BC
- As per Canada Summer Jobs, candidates must be 30 years or younger.
- **Candidates must not have travelled outside of Canada in the past two months, and must be free of any respiratory symptoms or illness and must adhere to LEPS COVID-19 safety protocols.**

Please note: hiring for this position is pending approval of Canada Summer Jobs.

Term: Full time, 36 hrs p/week starting June 15, 2020

Wage: \$15.00 per hour

Application procedure: Please send resume and cover letter to exec_director@leps.bc.ca

Application Deadline: May 22, 2020 4pm