



Posting date: July 7, 2023

Position Opening:
Communications Coordinator

Permanent, full-time
Location: Kamloops, BC

Are you interested in *beef, ranching* or the *agriculture* sector in British Columbia?

The British Columbia Cattlemen's Association (BCCA) is seeking an energetic, coachable and conscientious professional to fill the role of **Communications Coordinator**. To fit the BCCA team:

- *You are motivated to make a difference in the everyday lives of BC's ranchers*
- *You pride yourself on being helpful and service-oriented*
- *You are solutions-oriented and know how to bring people together*
- *You are resourceful, practical and driven to solve problems*
- *You deliver outcomes that are timely and fiscally responsible*
- *You contribute to a positive team environment but know how to work independently*
- *You have a sense of humour, not taking yourself too seriously*

And specific to this role:

- *You have training and/or experience in digital communications including social media, email and website updating*
- *You are a strong writer with experience in writing a variety of materials, e.g. reports, articles/newsletters, speaking notes, etc.*
- *You are detail-oriented*
- *You have experience with relevant software and apps, e.g. MailChimp, WordPress, Canva, SurveyMonkey, etc.*
- *You have an interest in working with volunteers*
- *You have an interest in the BC beef cattle industry*



COMMUNICATIONS COORDINATOR

Position overview

Reporting to the Manager, the successful candidate in this full-time, permanent position will support BCCA's communications strategy by carrying out communications activities and contributing positively to the overall work of the Association. The key responsibilities of the **Communications Coordinator** include digital and print communications and support to BCCA's operations, including events.

The **Communications Coordinator** will coordinate and distribute digital communications including creating content for websites and social media platforms. The **Communications Coordinator** will also write stories for *Beef in BC* magazine, prepare print documents such as reports, summaries, and promotional materials, as well as create PowerPoint presentations.

The **Communications Coordinator** will carry out communication activities while working with staff and volunteers. This full-time position includes a competitive salary, dental and extended health benefits, RRSP contribution, free parking, and a bonus week of paid Christmas vacation.

How to apply

The preferred application process is to forward **a resume and detailed cover letter outlining your pertinent qualities and qualifications** to Anna White [annamwhite@lightspeed.ca].

Please do not send applications directly to the BC Cattlemen's Association.

BCCA is committed to the principle of equal employment opportunity for all employees and to providing a safe and supportive work environment, free of discrimination and harassment. As such, all applicants are considered for employment without attention to race, colour, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic characteristics, marital or family status.

We thank all applicants for considering the BC Cattlemen's Association for employment. Please note:

- Incomplete applications will not be processed
- Only short-listed candidates will be contacted for interviews
- This is an in-office position located near Kamloops, BC
- Remote work is not available for this position

Start date: August 2023

Applications will be accepted until the position is filled.