| Position |
|-----------------|-------------------|
| Position Title: | Communications Specialist |
| Department:     | Pacific Institute for Climate Solutions |
| Reports to:     | PICS Communications Manager |
| Number of Direct/Indirect Reports | Direct____0______ Indirect____0______ |
| Classification Level | GRANT FUNDED |
| Salary Range    | $70,000 to $80,000 |

**Organization**

The Pacific Institute for Climate Solutions (PICS) Communication Specialist position offers an exceptional opportunity to help grow one of BC’s premier climate institutes. This specialist will contribute to a thriving team with their communication and storytelling skills and passion.

PICS is a multi-university institute encompassing the four major research-intensive universities in British Columbia: University of Victoria, University of British Columbia, Simon Fraser University, and the University of Northern British Columbia. Our mandate is to co-produce leading research that is actively used our diverse network of partners to generate effective climate solutions. This position will contribute to an exciting renewal taking place at PICS.
Position

The Communications Specialist will report to the PICS Communications Manager, working closely with PICS staff, senior climate researchers, and stakeholders across the province. The position will contribute to the implementation of PICS’s strategic plan and communication strategy, which will place a strong emphasis on knowledge mobilization, science communication, and stakeholder engagement.

The Communications Specialist will work to mobilize knowledge and research while supporting the reputation of PICS and partner organizations. The successful candidate will directly contribute to PICS’ multimedia storytelling, web and report writing, and social media presence. The incumbents’ work will focus on translating knowledge for diverse audiences such as government decision makers, community organizers, Indigenous leaders, and industry stakeholders.

As an experienced communications professional and masterful storyteller, the Communications Specialist will bring versatile creativity to the position. The successful candidate will have the skills to use written, digital, visual, and auditory approaches and have understanding of appropriate communication strategies.

The successful candidate will have experience in translating research and science for understanding and use by non-academic audiences. The Communication Specialist must work well under deadlines and in an environment of collaboration, while embracing the role of advocate for PICS’ audiences.

The PICS head office is located at the University of Victoria. This position allows for a remote work setup from elsewhere in B.C. upon agreement with PICS. The applicant must be located in British Columbia and have reliable high-speed internet and phone access. This position will occasionally require some travel within B.C., including occasional travel to PICS head office for a remote worker.

Key Responsibilities and Expectations

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| Integrated Communications, 60% | - Supports implementation of PICS’ communications plan, including branding, social media strategy, and development of website content  
- Collaborates in the design of new communications activities/products that support PICS’ communications strategy  
- Produces a range of content, including project communications plans; newsletters; briefing materials; news stories; media releases; website and social media content; photos, videos, audio; and other visuals  
- Exercises compelling, multimedia storytelling and news judgment  
- Researches, writes, and edits accurately and on deadline for multiple platforms  
- Assist with website content management  
- Promotes and supports PICS events through communications functions and channels  
- Supports the Communications Manager with media monitoring, issues management, and media responses |
• Supports evaluation of communication initiatives by analyzing metrics and other data

**Communication/project management, 35%**

• Works with Communications Manager to develop and execute standard operating procedures for day-to-day communications support
• Independently manages communications projects and contracts, developing strong workflows and progress reporting
• Establishes and fosters relationships with PICS staff and across partner organizations
• Supports team initiatives and goals through communication planning and execution.

**Development of reports, 5%**

• Supports evaluation of communication activities, including annual reports

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**Qualifications**

The successful candidate will have a bachelor’s degree in journalism, communications, writing, fine arts, and/or public relations, or a related field, and have a minimum of five years of communications experience – preferably working on climate change issues.

The successful candidate may instead have an equivalent mix of education and experience; PICS encourages these candidates to apply.

Additional experience include:

• Multi-year experience in writing, fact-checking, and editing in a non-profit, news media, or government environment
• A demonstrated ability to develop and implement project-level communications plans
• Experience using skills in multimedia (digital, social media, graphic, video, audio, print) to communicate technical information to lay audiences would be strong assets

Knowledge requirements include:

• Ability to synthesize and share information effectively
• Knowledge of climate change science and current energy, adaptation, Indigenous, and governance issues in B.C.
• Fluency in variety of software and programs including (MS Word, Excel, Outlook, and client management systems, Meltwater etc.)
• Technical knowledge in web management (WordPress) and climate issues would be a strong asset

Competencies include:

• Superior attention to detail; good judgment; commitment to service excellence.
• Strong interpersonal skills and the ability to work effectively with a wide range of people in a diverse community
• Ability to work independently and as part of a multidisciplinary team and adaptively manage projects
• Excellent time management skills and an ability to prioritize workload, shifting attention among dynamic tasks and priorities
• Analytical and critical thinking abilities to support translation of PICS’ strategic communications goals into work