



# Communications Coordinator Job Description

ICLEI Canada

## Position Summary

As ICLEI Canada's Communications Coordinator, you will work closely with ICLEI Canada's Communications Manager to implement communication strategies and lead associated tasks. This includes creating and sharing engaging content across a range of digital platforms to reach specific goals.

You have the experience and know-how to carry out every aspect of a communication campaign from copywriting and design to task management and reporting. It goes without saying that you have exceptional communication and organizational skills. You thrive in a fast-paced project-based environment and, while your computer tabs can get out of control, there is always a method to your madness. You have meticulously organized to-do lists and folders filled with links and screenshots of eye-catching designs and compelling copy for inspiration. You are solution-oriented, not afraid to ask questions, always open to feedback, and filled with creative ideas you are excited to bring to life.

You are proactive, self-driven, dependable, and motivated to work in the non-profit industry to help build sustainable, resilient, net-zero, equitable communities. You are comfortable working in a hybrid setting and work efficiently both in a virtual or physical office environment. You are quick and happy to pivot tasks and timelines based on priorities. You pride yourself in your ability to stay calm, centred, and focused in all situations thanks to your positive attitude and excellent time and task management skills.

## Responsibilities

- Lead the implementation of communication strategies to support ICLEI Canada projects.
- Create and share engaging communication content across a range of digital platforms to reach specific goals.

ICLEI's mission is to build and serve a worldwide movement of local governments to achieve tangible improvements in global sustainability with special focus on environmental conditions through cumulative local actions.


### Canada Office

401 Richmond St. W  
Studio 204  
Toronto, Ontario  
M5V 3A8

### World Secretariat

Kaiser-Friedrich-Str. 7  
53113 Bonn, Germany

[www.icleicanada.org](http://www.icleicanada.org)  
[www.iclei.org](http://www.iclei.org)

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- Monitor and report campaign results.
  - Research, define, and build audiences.
  - Write compelling copy tailored to various audiences.
  - Develop project surveys and testimonial/referral journeys.
  - Work in close collaboration with others to develop various project-specific communications products including content, designs, amplification toolkits etc.
  - Other duties as assigned.

## Experience/Background

- A minimum 3-5-years professional work experience in communications or a complementary field.
- A proven track record of delivering successful communication campaigns.
- Excellent copywriting skills and the ability to write engaging content.
- Knack for design and the ability to create engaging graphics.
- Excellent communication, interpersonal, organizational, time management, and task management skills.
- Ability to thrive in a fast-paced, ever-changing, and dynamic environment.
- Proficiency working with Dropbox, Google Suite, Mailchimp, Canva, and Word.
- Experience working with WordPress and Google Analytics is an asset.
- Interest and background in sustainability and climate action is an asset.
- English language proficiency is required, French language proficiency is highly valued.
- Required to live in and be authorized to work in Canada.

## Details of the Position

**Annual salary:** \$70,000 - 85,000 (Salary Band 7)

**Position:** Full-time permanent.


**Location:** Flexible. Candidates must be able to work from home/remotely (from within Canada) and should be available to work from one of our regional offices in Toronto or Montreal when required. Candidates are required to have suitable at-home workspaces.

**Work hours:** 40 hours per week, with flexibility to accommodate individual needs. Autonomy, adaptability, and respect for work-life balance are highly valued and built into the ICLEI Canada culture.

**Bonus structure:** Merit-based bonus system structure, applied annually at rates established each year (ranging from 2-6%), subject to budget availability.

**Vacation:** 15 days per year + 5 free days to be exclusively applied over the winter break.





**RSP and Benefits:** \$15 per pay period paid out annually towards retirement savings. We also offer a competitive employee health benefits package including employee and dependent coverage for dental, vision, and extended health services; prescription drugs; out of country coverage; life insurance; and an Employee Assistance Plan with 24-hr service providers.

## Application Procedure

Applications will be reviewed on a rolling basis. Interested candidates are invited to apply by emailing [hr-canada@iclei.org](mailto:hr-canada@iclei.org) with the title of the position in the subject line. Applications should include resumes and cover letters that clearly demonstrate relevant experience and the ability to meet the job responsibilities. Samples of work are also welcome. We thank all candidates for their interest; however, we will only contact those selected for an interview.

We are committed to creating a comfortable and inclusive environment for all candidates. We encourage applications from equity-seeking groups, including people with disabilities. Accommodations are available upon request at every stage of our recruitment and selection process. Please reach out as needed.

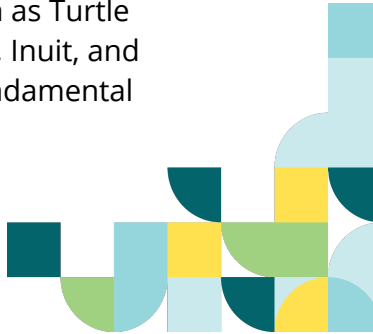
## About Us

ICLEI – Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low-emission, nature-based, equitable, resilient, and circular development. Our Members and team of experts work together through peer exchange, partnerships, and capacity building to create systemic change for urban sustainability.

We provide a wide range of services for local, provincial, and federal governments in support of developing sustainable, climate-ready communities. This support includes but is not limited to:

- **Adaptation and resilience planning:** Working with communities to develop collaborative and implementation-focused resilience plans.
- **Energy and emissions planning:** Supporting communities as they reduce their energy and emissions and move towards a low-carbon future.
- **Capacity building:** Providing opportunities to build expertise locally on climate change, sustainability, and resilience.

The ICLEI Canada team has over 100 cumulative years of experience in the municipal sector and in non-profit organizations. Our work happens across Canada, also known as Turtle Island, which has traditionally been and is home to many diverse First Nations, Inuit, and Métis peoples since time immemorial. We recognize that reconciliation is a fundamental





component to building net-zero resilient communities and endeavour to listen to and learn from Indigenous Peoples on an ongoing basis in the process of our work.

ICLEI Canada is committed to policies and practices that encourage an equitable and inclusive workplace, respectful and supportive of the diversity of our team and the dignity of the individual. Individuals of diverse identities and lived experiences—including but not limited to race, ethnicity, nationality, socio-economic status, sexual orientation, gendered identity/expression, and physical and mental abilities—are welcome to be themselves in our workforce.

ICLEI's commitment to equity, diversity, inclusion, and belonging extends to its capacity-building work with local governments as laid out in these resources: [Equitable Climate Adaptation](#); [Integrating equity, diversity and inclusion into municipal climate action](#).

ICLEI Canada's head office is located in Toronto on the traditional territory of the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. The British Columbia office is hosted by the City of Victoria on the homelands of the Songhees and Esquimalt People, and the Quebec office is hosted by the City of Montreal on the traditional territory of the Kanien'kehà:ka/Mohawk Nation.

