

National Communications and Administrative Assistant

SUMMARY OF POSITION

Reporting to the Director of Operations & Finance, the National Communications and Administrative Assistant will serve A Rocha by helping with communications activities toward the transformation of people and places.

The National Communications and Administrative Assistant will assist in promoting transformational storytelling among all A Rocha staff, will help with administrative tasks of the National Office and will support various communications staff located in the regional hubs **through technical training and support**, in order for all staff to produce transformational storytelling through their various communications pieces.

This is a full time role (40 hours/week) one year contract (mat leave coverage) to start the first week of October 2019. Preference is for someone who can be present at the South Surrey location, but accommodations may be made for remote work depending on the candidate.

DESCRIPTION OF EMPLOYER

A Rocha Canada is a Christian environmental stewardship organization working with 40 staff across the country, through three main regional centres and other smaller programming locations. A Rocha is the only Christian organization in Canada doing on-the-ground conservation and scientific research, and it is the only Christian organization in the 1,200 International Union for the Conservation of Nature. As such, it is uniquely positioned to be a Christian voice in environmental circles, and a gentle voice for creation in Christian circles.

DUTIES AND RESPONSIBILITIES

Communication Duties (60%):

Online Communications Duties

- National E-newsletters
- A Rocha Canada Facebook and Instagram management (training communication representatives nationally)
- Mailchimp management (training communication representatives nationally)
- Light but consistent website management (not programming, but CMS use; adding blog posts, events, updating content on pages, creating new pages)
- Eventbrite management (training communication representatives nationally)
- Light graphic design as needed
- Google analytics and Adwords management (training communication representatives nationally)
- Maintain best practices on CASL compliance

Offline Communications

- Assists in the project management of the annual report, stewardship updates, and seasonal appeals
- Direct mail coordination support
- Listen well for stories of transformation within the organization, and help to collect and craft them for optimal impact
- Ensure all regions and projects have our promotional material in stock

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Administrative Duties (40%):

- Answering the phone
- Collecting, opening and sorting mail
- Bank deposits
- Reconciling contact lists in the database and communication tools
- Assisting the CEO (as time permits); tasks may include scheduling, prospecting, and meeting preparation.

Other Duties

- Performs other duties as assigned.

QUALIFICATIONS

The successful candidate will have the following qualities:

- Demonstrates, understands and supports the ethos, mission and core values of A Rocha Canada
- Well-developed interpersonal skills and the ability to work both independently and in teams
- Excellent attention to detail and high degree of accuracy
- A high level of self-motivation and an ability to take initiative
- A demonstrated ability to maintain strict confidentiality and handle sensitive information
- A quick learner, especially of new software/technology

The successful candidate will have the following skills:

- Strong and creative writing & verbal communication skills
- Project management; demonstrated ability to handle several projects simultaneously, accommodate shifting priorities, and meet deadlines

The following qualifications are considered an asset but are not required:

- Experience with Wordpress, Mailchimp, Google Analytics, Hootsuite, Basecamp, Eventbrite, Form Assembly, Google docs (training will be provided)
- Valid driver's license with a vehicle (or a clean driving record of at least 3 years)

This position requires a criminal record check with a vulnerable persons scan. Specialized site-specific training will be provided in accordance with A Rocha's Child Protection Policy.

HOURS OF WORK

This is an entry level 1 FTE position that entails working 40 hours per week in addition to participation in special events as required.

TO APPLY

Please submit a cover letter and resume to canada@arocha.ca by September 20, 2019