

ECO360 – SOLID WASTE MANAGEMENT

A DIVISION OF THE SOUTHEAST REGIONAL SERVICE COMMISSION
70 ENVIRO DRIVE, BERRY MILLS, NB E1G 5X5

COMMUNICATIONS COORDINATOR

Eco360 is seeking a **Communications Coordinator** to join our team in Berry Mills, NB.

Eco360 is the Solid Waste Division of the Southeast Regional Service Commission and is dedicated to managing waste in Southeastern NB in an environmentally, socially, and fiscally responsible way. As part of the Eco360 team, you will have the opportunity to work on new, exciting, and meaningful projects while providing valuable information and education to residents of Southeastern NB.

Summary:

As our **Communications Coordinator** you will be a member of Eco360's Communications Team. Your primary role is to support the Eco360 team in various aspects of communications and project management. You will be responsible for coordinating and creating program schedules, drafting, editing, and submitting project grant applications, and writing and formatting various reports, memos, newsletters, etc. In this position you will work with the Communications team on developing social media and public awareness campaign content. You will be responsible for maintaining Eco360's brand and will need to work within a brand guideline. You will also support the Team through organizing and participating in other public engagement activities like community events, tours, presentations, trade-shows, etc.

If you are a highly motivated individual who is creative, an excellent writer, has a passion for the environment, and loves to learn, we want you on our team! This is a fast-paced role that provides the opportunity to work on many different projects supporting sustainability and environmental protection in Southeastern NB.

Main duties and responsibilities:

- Coordinating and scheduling program calendars with partner municipalities and other stakeholders.
- Drafting, reviewing, and submitting grant applications for new projects in cooperation with the entire Eco360 team, and writing formal reports on results.
- Crafting reports, memos, newsletters, and other messaging for both internal and external stakeholders and the public.
- Collaborating with other team members to create content for social media and to maintain a high level of engagement with residents of the Southeastern NB region.
- Support the delivery of the organization's integrated marketing, communications and engagement strategy and aid in the development and delivery of communications and marketing initiatives.

- Some administrative assistance as needed – reception duties, email correspondence, etc.

Essential Qualifications:

- Bachelors and/or Diploma: A related degree relevant to the essential functions of this job.
- A minimum of 2 years of communications, marketing, or public education experience or performing substantially similar job functions.
- Advanced oral and written proficiency in English and French and comfort in both languages.
- Experience communicating effectively in a specific brand voice and tone and working within brand guidelines.
- Experience writing formal reports, grant applications, memos, key messaging, and engaging and relevant content for a variety of audiences and communications channels.
- Experience developing strategic and multimedia-based communications.
- Excellent interpersonal skills and the ability to work both independently and as part of a cross-functional team.
- Eagerness to build and grow Eco360's brand and relationship with our community.
- Exceptional organizational and time-management skills and the ability to multi-task, prioritize, and manage multiple projects and deadlines at once.
- Valid Driver's License.
- Available to work weekends, evenings, and outdoors when required.

Assets:

- Knowledge of, or experience with the Regional Service Commission model.
- Experience in public engagement and education including campaign and event planning and support.
- Experience managing social media channels and engagement.
- A proven track record in delivering a superior customer service experience.

Salary: Salary commensurate with experience and education

Job Type: Full-Time, permanent

Work Schedule: Thirty-five (35) hours per week

Expected Start Date: October 30, 2023

Deadline: October 6, 2023

Benefits:

Comprehensive benefit package including health, dental, and vision plan, life and disability insurance, pension and RRSP, Employee and Family Assistance Program.

Applicants must submit their resume and cover letter by email to the following address:
Carole Thériault, Human Resources Coordinator - Southeast Regional Service Commission

carole.theriault@nbse.ca

Please reference "Eco360 – Communications Coordinator" in the subject line.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.