

Job Opportunity: Coordinator, Digital and Public Affairs

The BC Council of Forest Industries (COFI) is seeking an enthusiastic and digitally savvy Coordinator, Digital and Public Affairs to join our team based in Vancouver. The Coordinator, Digital and Public Affairs will work closely with members of COFI's Public Affairs team and collaborate with member companies and partners.

Job Description

Reporting to the Manager, Public Affairs – the Coordinator, Digital and Public Affairs will support the planning and implementation of COFI public affairs programs and initiatives.

Responsibilities will include:

- Developing traditional and digital communications materials that effectively tell the BC forest sector's story, including on topics such as industry's contribution to jobs and communities, sustainability, reconciliation, innovation, and forestry's role in the fight against climate change
- Managing COFI's suite of visual communications materials, including producing new content and developing and maintaining an organized library of videos, photos and more
- Making ongoing updates to COFI's website and participate in the re-development initiative
- Planning and implementing COFI's social media program, including drafting posts, monitoring activity, tracking analytics and making strategic improvements to broader online presence
- Contributing to presentations, briefing notes, key messages, information sheets, and communications materials for internal meetings and external programs and engagement
- Supporting the planning and implementation of COFI-sponsored and COFI-led events such as our annual Convention, including managing logistics, developing supporting materials and more
- Supporting COFI contact and outreach management

Qualifications and Competencies

- Degree in communications or other applicable field
- Digital skills including experience with social media planning, graphic design and website management
- Experience supporting the execution of communications and public affairs plans, ideally in the natural resource sector or a related industry
- Keen, organized and thrives in a fast-paced environment
- Collaborative team-player; able to work well independently and as a part of a team
- Excellent oral and written communications skills
- Experience working in government, public affairs/public relations or in an in-house communications role is an asset

The Organization

The BC Council of Forest Industries (COFI) is a trade association representing the majority of forest products manufacturers in British Columbia. Our members are leaders in the global forest products industry – helping support jobs, communities and a good quality of life for British Columbians. COFI advocates for the interests of its members and works with government, First Nations, communities, labour and other partners to promote a healthy, diversified and sustainable forest industry. For more information about COFI, please visit www.cofi.org.

Please send your resume and cover letter to applications@cofi.org.