

Job Opportunity: Summer Students

The Organization

The **BC Council of Forest Industries (COFI)** is an industry association representing major forest tenure holders and manufacturers in British Columbia that produce wood for construction, pulp and paper and biofuels. Our members are leaders in the global forest products industry, contributing to the economy of the province and the communities in which they operate. COFI member companies are an important part of BC's forest value chain and are committed to sustainable forest practices and to Indigenous rights and reconciliation.

COFI advocates for the interests of its members and works with all levels of government to promote a healthy, diversified, sustainable forest industry. It works to ensure policies and regulations ensure the highest environmental standards, recognize the role of sustainable forest management and low-carbon forest products in a net zero future, and help to maintain forest sector competitiveness in the global marketplace,

For more information about COFI, please visit www.cofi.org.

Job Description

COFI is seeking a **Communications Assistant** to join our team based in our Vancouver office, with the role starting from May 1st. They will work closely with members of COFI's Communications and Public Affairs team and collaborate with partner associations. The successful candidate(s) should have the capacity to undertake research, support communications and coordinate with vendors and contractors. This position reports directly to the Director of Communications.

Responsibilities will include:

- Conduct research and aid in the preparation of communications materials for public affairs and initiatives being developed by COFI.
- Support efforts to update the COFI website, to revise content and overhaul the layout of the platform and how it is utilized by different teams within the association.
- Participate in the development of a communications strategy for an economic report, to maximize the impact amongst stakeholders and the broader public.
- Support procurement of communication and design services, to review suppliers for design and content development.
- Help develop communications materials including social media postings, website content, correspondence and more.
- Support monitoring of political events, media and social media.

Qualifications and Competencies

- Undertaking undergraduate studies in communications, marketing, political studies, public affairs, forestry, or other applicable fields of study.
- Experience with the resource sector (forestry, mining, oil and gas, energy) would be considered an advantage.
- Digital skills are required, to be able to work with Microsoft office suite, social media, and digital assets.
- Good written and oral communication skills.
- Outstanding work ethic, strong initiative and ability to work unsupervised and independently.

To apply for this position, please send an email before **March 27th** that references the position title in the subject line and submit a cover letter and resume to applications@cofi.org. We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The BC Council of Forest Industries is an equal opportunity employer and provides employment accommodation in accordance with the British Columbia Human Rights Code.