



*Helping people live sustainably*

Job Posting – January 29, 2018

### **Communications Manager for Reep Green Solutions**

Small but mighty green charity seeks an exceptional communicator who wants to use their words for good. Your experience and enjoyment in working with a team to create and roll out a tight communications strategy will help us mobilize people to take action through our crystal clear communications.

**Reep Green Solutions** is an environmental charity that helps people in Waterloo Region live sustainably. We work to empower people with the practical tools, knowledge and capacity for action to make sustainable living the norm. Our current focus areas are home energy efficiency, water conservation, green infrastructure, and waste reduction. In short, we work together with the community on practical solutions for addressing and adapting to climate change.

Our culture is “trusting, productive, and happy at work”, as one recent staffer put it. There is great joy in working on issues we feel passionately about!

#### **The role of Communications Manager**

A collaborator, you will work with program staff and executive director to update our existing Communications Strategy and roll it out together, encompassing traditional and digital media, workshops and mini-campaigns in support of program priorities.

A superlative writer with a keen eye for visual appeal, you will lead the creation of compelling materials for the organization that call us all to action and raise our profile in the community, including our annual report, banners, brochures, signs, e-newsletter, blogs and website.

A community connector, you will invite support and participation in sustainable living by organizing one to two major events for Reep, and our workshop series at the Reep House.

A nurturer of talent, you will engage volunteers in learning and contributing while increasing our capacity through gifts of graphic design, event management, writing, editing and researching.

#### **We're looking for someone with:**

- A university degree in the Arts, especially English, Journalism, Communications, Marketing;
- two or more years experience in a communications role, including webpage development;
- Strong capacity to build and execute on a shared communications plan that engages the team;
- Ability to manage time, priorities and commitments with integrity.

This is a full-time position with a salary in the range of \$46,000 - 51,000 per year, and some benefits that include an Employee Assistance Plan and a Health Care Spending Account. Most importantly, we offer a fun and caring team working towards the shared goal of leaving our children a more resilient, vibrant, caring and sustainable community.

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**Charity registration #: 81585 2348 RR0001**

If you are interested in joining our team, please submit your resume (with references), an original cover letter, and writing samples to Executive Director Mary Jane Patterson, [mjpatterson@reepgreen.ca](mailto:mjpatterson@reepgreen.ca) by **Monday, Feb 12/18 at 5 p.m.** Please note that applications will be reviewed and interviews arranged as applications arrive, so we encourage interested candidates to apply early.