



*Helping people live sustainably*

## Volunteer Opportunity **Public Relations & Communications Coordinator**

Local environmental charity seeks a natural story teller and communications specialist who is passionate about local and current sustainability events, to help increase awareness of our organization, expand our reach, and amplify our voice within our community.

**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.

### **The Role of the Public Relations & Communications Coordinator:**

- Create case studies, engaging stories, and blog posts regarding our work and impact within the community, to increase awareness of our mission;
- Be the community connector for local sustainability events, news, and announcements and global initiatives; use this to connect our mission to local and global environmental movements;
- Identify new and creative ways we can spread awareness of our work and engage new audiences;
- Help raise awareness of our own events, programs, and results through stories, blogs, social media, etc.
- Identify award and recognition opportunities to recognize our staff and volunteers in our community.

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

- Engaging written communication skills;
- A keen interest in staying up to date on sustainability news;
- Awareness of local and global sustainability trends;
- Training and/or experience in public relations, communications, media engagement an asset.

**Term:** We are looking for a 1-year commitment from a dedicated volunteer, donating approximately 3-5 hours weekly, as well as attendance at bi-weekly meetings (via video call or in person).

### **If you are interested in joining our team, please send your:**

- a) Cover letter/email explaining why you are interested in this position &
- b) Resume/summary of applicable skills and work experience
- c) Writing sample or portfolio

via email to Recruitment Lead, at [volunteercoordinator@reepgreen.ca](mailto:volunteercoordinator@reepgreen.ca).

\*Please indicate where you saw this posting.

*Reep Green Solutions offers a fun and caring team environment consisting of staff and volunteers, working towards the shared goal of leaving our children a more resilient, vibrant, caring and sustainable community.*

**Phone:** 519-744-6583

**Email:** [info@reepgreen.ca](mailto:info@reepgreen.ca)

**Website:** [reepgreen.ca](http://reepgreen.ca)

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**Charity registration #: 81585 2348 RR001**