



Title: Junior Coordinator - Communications

Description:

The [Bay Area Climate Change Council \(BACCC\)](#) is a collective impact initiative of 14 community leaders working to accelerate climate action in Burlington-Hamilton, the “Bay Area” region. Its mandate is to create a sense of urgency and mobilize the community to catalyze climate action in the region. BACCC promotes the transition to a low carbon emission economy with a focus on the Buildings, Industry and Transportation sectors, the three main sources of greenhouse gas (GHG) emissions in the region. BACCC is a coalition-in-residence administratively housed at Mohawk College.

BACCC is seeking a creative and motivated individual with an interest in meaningful climate action to join our team as Junior Coordinator - Communications. Please note, this position is pending funding.

Reporting to the BACCC Manager, the successful applicant will assist with a variety of activities that engage the community and stakeholders on climate change action. The successful applicant will demonstrate effective communications, a professional attitude, and the ability to remain focused and work effectively in a hybrid environment.

This position is dependent on funding through the federal Canada Summer Jobs Grant program and requires the successful candidate to:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- have a valid Social Insurance Number and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Duties:

Duties will vary based on the assignment. Duties may include:

- Support and take direction from the Manager and Programs Coordinator
- Assist with social media, graphic and video content creation, writing, communications, and outreach
- Coordinate outreach activities among members and local organizations for climate action, including local Indigenous populations, youth, visible minorities, seniors, women, and small businesses



- Assist with scheduling of outreach opportunities
- Provide information to community partners and stakeholders on BACCC's work and climate action
- Utilize digital systems, tools and applications to share information on climate action policy tools and initiatives
- Create effective assets and copy for social media content
- Research climate topics and effective climate policy
- Assist the BACCC team to complete emission reduction activities in the building, transportation and industrial sectors
- Prepare materials for annual climate forum event

Qualifications:

- Strong communication, writing and editing skills
- Graphic design or visual communication skills; video production experience an asset
- Demonstrate effective and professional communications for outreach
- Knowledge and understanding of social media engagement and climate messaging
- Experience with communication plans and strategy is an asset
- An understanding and commitment to the principles of equity, diversity and inclusivity
- Knowledge of AODA requirements an asset
- Ability to work independently in a virtual environment, and/or hybrid combination of working remotely and in the office located at Mohawk College, Hamilton
- Familiarity with Hamilton and Burlington, local issues and organizations an asset

Diversity Statement

Mohawk College is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/ Aboriginal peoples, persons with disabilities, 2SLGBTQI+ persons, and others who may contribute to the further diversification of ideas. Should you require accommodation through any stage of the recruitment process, please contact the HR Department at 905-575-2047.

* Position Details:

Hours per week: 35
Start Date: May 8 , 2023
Number of weeks: 16
Hourly rate: \$19.10

To Apply:

Please send your resume and cover letter to info@bayareaclimate.ca by end of day March 15, 2023 noting in the Subject line the title of the position.

* Pending funding