



Job Posting

Position Title: Communications Coordinator

Reports to: Manager, Programs

Location: Remote

Hours: 37.5 / week

Salary Range: \$19/hour

Start Date: As soon as possible

Duration: 14 weeks

About Invasives Canada

Invasives Canada is a national charitable not-for-profit that works collaboratively to prevent and reduce the impacts of invasive species across Canada. Through education, behaviour change, coordination, and partnership, Invasives Canada supports practical, prevention-focused approaches that protect ecosystems, economies, cultures, and communities. Our work spans terrestrial and aquatic invasive species and is delivered in close collaboration with governments, Indigenous Nations, industry, researchers, non-governmental organizations, and communities.

About This Role:

In this role, you will be responsible for coordinating national projects and programs aimed at preventing the spread and impacts of invasive species across Canada's landscapes. This position reports directly to the Manager, Programs and offers a unique opportunity to contribute to the mission of Invasives Canada while working in a dynamic and supportive environment.

The Communications Coordinator supports Invasives Canada by creating and sharing science-based content that empowers professionals and community members to take action against invasive species. The Communications Coordinator will create original content (social media posts, newsletters, blog articles, species profiles, and website content) to increase awareness of invasive species and contribute to events and presentations. In addition to creating content, this role supports the distribution of content (e.g. through social media, WordPress websites, e-commerce platforms) to ensure resources reach a wide and diverse audience. This position provides an opportunity to work in a dynamic and supportive environment, while contributing to Invasives Canada's mission to protect ecosystems across the country.

Responsibilities and Duties

- Research, write, and edit to create new content and update existing publications based on current scientific research, current legislation, best management practices to ensure accuracy and accessibility for diverse audiences.
- Coordinate external communications across multiple platforms, including email newsletters, social media, and website, to increase engagement and awareness on invasive species.
- Support promotion of Take Action Programs including Clean Drain Dry, PlayCleanGo, Don't Let It Loose, Buy Local Burn Local, and PlantWise.
- Support, develop and deliver on national events and presentations for audiences ranging from the general public to industry professionals.
- Leverage digital tools (e.g., Canva, Square, Mailchimp, Meta Business Suite, Zoom, WordPress) to enhance communication and engagement.
- Provide administrative and organizational support, including file management, maintaining records, processing store orders, and responding to information requests.
- Collaborate with the Supervisor and partners to plan and implement communication campaigns and engagement strategies.

Knowledge and Skills

- Post-secondary education (or equivalent experience) in environmental science, biology, forestry, agriculture, or a related field.
- Knowledge of invasive species, biodiversity, and climate change issues.
- Proven ability to translate complex scientific information into clear, engaging content for general audiences.
- Strong communication skills, both written and oral; experience with public speaking or education is an asset.
- Experience in communications, social media, graphic design, WordPress websites, e-commerce, event promotion, digital tools (e.g., Canva, Square, Mailchimp, Meta Business Suite, Zoom, WordPress) is considered an asset.
- Excellent organizational skills with the ability to manage multiple projects and meet deadlines.
- Creative, strategic thinker with strong problem-solving, listening, and interpersonal skills.
- Self-motivated team player with experience working remotely and collaboratively in small teams.
- Flexibility to work evenings or weekends for events and outreach as required.

Benefits

- An opportunity to expand skills in the natural resources sector with a nationally recognized, fast-growing, non-profit charity
- Collaborate with a diverse, nationwide network of partners across Canada, including Chapter network staff
- Ability to work from home
- Career development training

How To Apply:

Interested candidates are invited to submit a resume and brief cover email outlining their interest and relevant experience to [**jobs@invasivescanada.ca**](mailto:jobs@invasivescanada.ca).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Only candidates selected for an interview will be contacted.

Invasives Canada and its Chapters are committed to equality, diversity, and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, disability, and age. We encourage those who self-identify as Indigenous, BIPOC, and LGBTQIA+ to apply.

We respectfully acknowledge that the Invasives Canada operates on the traditional lands of Indigenous Peoples, including the First Nations, Métis, and Inuit Peoples, whose presence and stewardship of this land predates the arrival of settlers.

We recognize and honour the diverse histories, languages, cultures, and spiritual beliefs of Indigenous Peoples, and the ongoing impact of colonization, residential schools, and systemic oppression on their lives and communities.

We commit to learning from and working collaboratively with Indigenous Peoples to protect and restore the health of the land, waters, and ecosystems that sustain us all. We also acknowledge that invasive species are a threat to the ecological balance and biodiversity of this land, and that their management requires a holistic approach that respects the traditional knowledge and practices of Indigenous Peoples.