

COMMUNICATIONS COORDINATOR

The Canadian Hydropower Association is seeking a Communications Coordinator. The candidate will play a central role in shaping and communicating the organization's key messages and will work on a variety of communications products, including press releases, websites, publications and will run the CHA social media accounts.

Based in Ottawa, Ontario, the successful candidate will be a digital media-savvy individual with a keen interest in media relations, communications planning and graphic design. The Communications Coordinator will manage the organization's day-to-day communications to members and the public, oversee the planning and execution of the organization's annual conference and provide in-house design support.

Additionally, the successful candidate, alongside the CHA Office Manager, will assist with budget administration and manage consultant activity in service of the CHA's various Working Group activities.

Travel within North America may be required.

KEY RESPONSIBILITIES

- Write copy for all initiatives, including newsletters, social media content, website and press releases;
- Manage website and all social media accounts;
- Develop communications strategies and associated communication products such as infographics, annual report, etc.;
- In charge of day to day communications to members, including securing new subscriptions and renewals;
- Distribute press releases and seek earned media opportunities;
- Establish and maintain positive relations with members of the media and the general public and build their knowledge of the hydroelectric industry;
- Plan and deliver successful annual national conference;
- Monitor, measure and assess the effectiveness of communications programs;
- Provide support for speaking engagements and work with CHA President on their messages/presentations;
- Monitor media and digital platforms for news and content of interest;
- In charge of some of the Association's working groups, including meeting planning, management of deliverables and budget;
- Other duties as assigned.



EDUCATION

- Bachelor's Degree in public relations, communications, business or related field and/or Diploma in graphic design, public affairs or journalism.

QUALIFICATIONS

- One to three years of experience working in public affairs;
- Proven graphic design experience and proficiency with industry-standard desktop publishing, graphic design and web-publishing software;
- Demonstrated ability to use both traditional and social media channels;
- Strong interpersonal skills and ability to cultivate, develop and manage good working relationships to effectively act as a CHA representative;
- Excellent organizational skills and ability to meet deadlines;
- Experience preparing presentations and speeches;
- Excellent computer skills, including Microsoft Office and Web tools;
- Experience in event planning.

Bilingualism will be considered an asset.

ATTRIBUTES

- Resourceful, dependable and creative;
- Able to take initiatives and work with minimal supervision in a small office environment;
- Very strong communicator;
- Detail oriented;
- Excellent time management, organization and prioritization skills;
- Flexibility to travel within Canada/U.S. and work extended hours on occasion.

The CHA provides an excellent salary package commensurate with experience and qualifications.

PLEASE SEND YOUR RESUME AND A ONE PAGE COVER LETTER WITH TWO REFERENCES TO
YVONNE@CANADAHYDRO.CA

We thank all applicants for their interest in the CHA; however, please note that only those selected for an interview will be contacted. No phone calls please.

Expected start date: As soon as possible.

ABOUT THE CANADIAN HYDROPOWER ASSOCIATION:

The Canadian Hydropower Association (CHA) is the national association dedicated to representing the hydropower industry. Its principal mandate is to promote hydropower nationally and internationally as a source of renewable energy, to make the economic and environmental advantages of hydropower better known, and to publicize the benefits of hydropower in the search for sustainable energy solutions. CHA members represent more than 95% of the hydropower capacity in Canada. Over 60% of Canada's electricity comes from hydropower.

For more information on the CHA, you can visit www.canadahydro.ca.