



CANADIAN FÉDÉRATION
WILDLIFE CANADIENNE
FEDERATION DE LA FAUNE

Your connection to wildlife

As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position.

CWF COMMUNICATIONS / HINTERLAND WHO'S WHO PROJECT COORDINATOR (TWO YEAR CONTRACT POSITION)

Under the general direction of the CWF Executive Director and the CWF Communications Manager, with oversight from the HWW Steering Committee, the CWF Communications/HWW Program Coordinator will manage all aspects of the HWW program and assist CWF communications including:

JOB RESPONSIBILITIES:

- Manage and monitor the HWW budget including preparation of financial and program reports as required by the HWW contribution agreement with Environment Canada
- Manage the HWW planning process including coordinating Steering Committee meetings
- Manage contracts for the production and distribution of HWW products such as PSAs, webisodes, fact sheets and marketing material as well as providing creative input
- Coordinate the maintenance and improvement of the HWW website and affiliate sites (Facebook, YouTube) with support from the CWF web team
- Undertake marketing and communications initiatives to promote the HWW program with support from CWF communications, marketing and regional staff
- Represent and promote the HWW program at special events
- Solicit and maintain HWW program and funding partners
- Ensure that HWW public inquiries are answered in a timely manner
- Coordinate HWW program evaluation
- Develop and implement communications and promotional strategies for CWF programs, events, and activities;
- Explore opportunities for reaching new audiences in the promotion of HWW and CWF, its programs and conservation issues
- Research and write for CWF publications, web sites, and related program materials.
- Research and write new HWW fact sheets and update existing HWW material with support from field experts

QUALIFICATIONS:

- a college diploma and/or university education in communications, public relations, journalism, or related field;
- understanding of wildlife conservation and environmental issues;
- 5 years experience working in communications, public relations, journalism;
- excellent writing and editing skills; and
- bilingualism is essential (French and English)
- salaries will be commensurate with experience and qualifications

**Applications should be forwarded to
careers@cwf-fcf.org by Friday, October 8, 2010**