



EECOM Communications Coordinator

Compensation:	\$25/hr for up to 360 hours annually (30 hours/month average)
Location:	Contractor can be located anywhere in Canada
Posting Open Date:	July 18, 2018
Posting Close Date:	August 12, 2018
Contract Awarded By:	September 1, 2018 (anticipated)
Preferred Start Date:	September 15, 2018
Other:	This is a contract position which may be renewed annually
Submission:	Please submit resume, cover letter, and any relevant accompanying documents to communications@eecom.org .

Background: The Canadian Network for Environmental Education and Communication (EECOM) is Canada's only national, bilingual, and charitable network for environmental learning. It was established in 1993 and for the past 25 years it has continued to grow and develop its mandate and membership base. The organization is now widely recognized as a leading Canadian EE organization.

Our Vision: Canadians are environmentally literate, engaged in environmental stewardship and contribute to a healthy, sustainable future for all.

Our Mission: EECOM works strategically and collaboratively to advance environmental learning for all Canadians.

Key Activities

- Annual Conference
- Annual Awards of Excellence
- Annual Leadership Summit
- Webinar Partnerships
- General Communications via e-newsletter, social media and website
- Strategic opportunities to advance the profile of environmental learning in Canada



Contract Overview

EECOM is seeking a contractor to provide communications services to help EECOM achieve our objectives. The contractor will present EECOM as a professional, organized, bilingual network that offers high value to our target audiences. They will increase exposure to and engagement in EECOM for the purposes of achieving our mission and advancing our goals:

1. Effectively demonstrate and promote the value of environmental learning
2. Strengthen and expand a Canada-wide network for environmental learning
3. Build capacity of environmental education associations, organisations and practitioners to be able to engage Canadians

Overview of Duties and Responsibilities (anticipated average hours / month)

- Work with EECOM's Communications Committee to maintain a current Communications Strategy (1)
- Maintain and respond to EECOM's communications email address in an effective and timely manner, providing responses within 72 hours (5)
- Maintain, update and optimize EECOM's website (2)
- Maintain and support EECOM's webinar partnership program with Green Teacher (2)
- Attend EECOM's monthly board meetings and provide regular updates and reports as requested (2)
- Maintain an accurate EECOM Membership List and eeNewsletter List (2)
- Support the annual membership renewal campaign (1)
- Provide regular relevant and strategic social media content through EECOM's Facebook, Twitter and Instagram accounts (4)
- Produce a regular (bi-monthly) eeNewsletter sharing Canada-wide resources and opportunities for environmental educators across Canada (2)
- Support the Awards of Excellence process by updating the website and administering nomination forms, and providing communications seeking nominations (1)
- Provide regular updates to EECOM Members (1)
- Support the development of graphic design elements as required (1)
- Support the Annual Conference hosting organization by updating the website, updating forms, and sending out timely communications through email and social media (6)
- Other duties within the scope of this contract as identified



The ideal candidate will have:

- ✓ A strong and positive current relationship with EECOM
- ✓ The ability to write effectively and accurately in both English and French
- ✓ Proven effective management of websites, email, social media and other programs that support effective digital communications
- ✓ The proven ability to type efficiently
- ✓ An aptitude for marketing and graphic design
- ✓ Education and experience in environmental education/studies and/or communications, marketing
- ✓ Proven ability to increase program efficiency and effectiveness
- ✓ The proven ability to be consistently positive, resourceful, and solution-based
- ✓ Demonstrated the ability to be self-motivated, creative, efficient and organized
- ✓ Access to a fully equipped office with the modern technology required to undertake the contract deliverables in an effective and efficient manner. This includes, but is not limited to, phone, internet, and a computer equipped with a basic office package (Microsoft Office or equivalent) basic a graphic design program (Publisher or equivalent) and the ability to manage Wordpress, Mailchimp and a number of other web communications and data management tools.



Conditions of the Contract

The Contractor will:

- Perform services to support the communications activities of the Canadian Network for Environmental Education and Communication (EECOM) by supporting the work of the Communications Committee in the coordination, development and delivery communications items.
- Report to the EECOM Personnel Committee for contract administration, and the EECOM Communications Committee for contract implementation, and will be responsible for providing regular updates as required;
- Provide a fully equipped and functional office with telephone, computer, internet, printer and office supplies such as stationary and related incidentals. These costs will be assumed by the Contractor.
- Supply all labour, materials and approvals necessary to provide the services at its own expense.
- Be responsible for remitting, from the fees and expenses paid under this agreement, all required statutory remittance, including all taxes, CPP premiums etc.
- Upon request, fully inform the Client of the work done by the Contractor in connection with the provision of the Services and permit the Client at all reasonable times to inspect, review and copy all work completed as a result of this agreement.
- Comply with all applicable municipal, provincial and federal laws, and carry valid workers compensation coverage and professionals liability insurance;
- Not in any manner whatsoever commit or purport to commit the Client to the payment of any money except pursuant to this agreement.