



Title: Communications & Social Media Coordinator

Position: Term

Start Date: January 6- May 29

Location: 35 Macdonald Ave, Burnside Nova Scotia

Hours: 8:30-5:00 p.m. Monday-Friday

Compensation: \$20.00 hourly

Who We Are

Construction Safety Nova Scotia is a non-profit founded and funded by the construction industry in Nova Scotia with the goal of reducing injuries and fatalities in the workplace. We provide training, education and consultation to construction companies to help them keep their workers safe. Based in Burnside, Dartmouth, our team is passionate about safety and identifying new, innovative ways to serve our membership. <https://constructionsafetyns.ca/>

The Role

The Communications and Social Media Coordinator is a team player with a strong work ethic and exceptional time management skills. This position requires a talented writer, who is able to design, draft and edit organizational content for public consumption both through social media and print promotion. The ideal candidate is proficient in Microsoft Office, with familiarity in graphic design programs such as InDesign and Canva. The ideal candidate is not afraid to think outside of the box and offer fresh ideas and strategies to help CSNS communicate to our members. Experience with photography, videography is desired but not required. The Communications and Social Media coordinator will report to the Communications Manager who is a graduate of the Mount's BPR co-op program.

Duties and Responsibilities

Social Media: CSNS currently has platforms on Facebook, Twitter and LinkedIn and is expanding to Instagram and YouTube. The Communications and Social Media Coordinator will be tasked with developing social media strategies for all platforms and post dynamic and engaging content to our channels.



Media Monitoring: Conduct daily media scans in the morning using our Meltwater software. Using the Meltwater newsletter application, compile content and send out to staff and members.

Event Management: The Communications and Social Media Coordinator will be tasked with updating a yearly events calendar comprised with internal and external events for CSNS to attend. The coordinator will also attend events and tradeshow, engaging with our members and the public about our services. Some local travel may be required.

AGM: Every year CSNS holds an Annual General Meeting and awards ceremony in May. The event requires a lot of advance planning and support. The Communications and Social Media Coordinator will help lead the planning and organization of CSNS's 26 Annual AGM in May 2020. This involves managing award nominations, writing speaking notes, promoting the event in the media and online, planning event logistics, and writing and producing other materials.

Content Creation: The Communications and Social Media Coordinator will create content for digital and print, including CSNS's newsletter, social media channels, video, advertisements, website and other promotional items. The coordinator is encouraged to pitch new ideas for content creation.

To Apply:

Please send a resume, cover letter and two writing samples to:
kfeltmate@constructionsafetyns.ca

Deadline: November 21, 2019