



**Position: Communications Coordinator**

**Employment Type:** 6-month contract, 37.5 hours a week (flexible). Remote.

**Overview:**

The Canadian Agri-Food Policy Institute is seeking a Communications Coordinator to support its growing work program of conducting agri-food policy research, analysis, and development. Reporting to the Director, Communications and Programs, the successful candidate will be an integral member of CAPI's team, supporting the promotion of all CAPI products and activities.

**Responsibilities:**

- **PROJECT & EVENT SUPPORT:** Support the preparation of CAPI projects and events.
- **WEBINARS:** Lead coordination and execution of monthly CAPI webinars.
- **DESIGN:** Assist in the production and design of all CAPI reports and communications materials.
- **WEBSITE:** Regularly update the CAPI website, ensuring the most relevant and timely information is present.
- **EMAIL CAMPAIGNS:** Support email campaigns on a regular basis, including CAPI's monthly newsletter and ad hoc email campaigns advertising new reports and events.
- **SOCIAL MEDIA:** Support CAPI's digital media presence, regularly connecting with the audience on CAPI's social media platforms.
- **DATA:** Track CAPI results and assist with the preparation of updates to the Board of Directors, the Annual Report and to both internal and external stakeholders.
- **STAKEHOLDERS:** Organizes and maintains CAPI contact database and mailing list using appropriate CRM software.

**Desired Qualifications:**

- Exceptional time management skills and eye for detail.
- Excellent writing and communication skills.
- 1-2 years of experience with communications, design, project management, or related field.
- A Bachelor's degree in a relevant discipline, high school graduation and two years post-secondary education, or the equivalent combination of education and experience.
- Ability to work both in a team environment and independently.
- Bilingualism is a strong asset.
- Knowledge of various online communications and project management software such as Adobe InDesign, Canva, Hootsuite, Constant Contact, Monday.com or similar programs is considered an asset.
- Experience in a non-government organization, policy or research environment, or in the agriculture or agri-food sector is an asset.

**Compensation:**

- \$23-\$30/hour based on experience.

**Term:**



- A 6-month contract with the possibility for an extension.

**Location:**

- CAPI is an Ottawa-based, national organization. However, staff work from home across the country and there is the possibility of remote work with this position.

Applications should be sent to Amanda Richardson at [richardsona@capi-icpa.ca](mailto:richardsona@capi-icpa.ca) by June 10. Interviews will be conducted on a rolling basis.

Applicants must meet the age requirement of the Youth Employment and Skills Program (the individual must be 30 years of age or younger on their start date).

**Please include:**

- A short CV
- A letter of introduction explaining suitability for this role (one-page maximum)
- Three references - may be contacted if short listed