



**Position: Communications Specialist**

**Employment Type:** Fixed-term contract (June – August 2026), 40 hours a week (flexible).

**Location:** Remote (Canada-based)

**Opportunity:**

The Canadian Agri-Food Policy Institute is seeking a Communications Specialist to support its growing work program of conducting agri-food policy research, analysis, and development. Reporting to the Director of Communications, the successful candidate will play a key role in supporting the visibility and dissemination of CAPI’s work, including the activities of the Centre for Agri-Food Benchmarking (the Centre).

This role is designed as a summer position, with a strong focus on content production, digital communications, and coordination of outreach activities.

**Responsibilities:**

*Communications*

- Support the development and delivery of communications content for CAPI and the Centre (reports, website, partner communications)
- Draft and edit email campaigns and ad hoc communications, including contributing to CAPI’s and the Centre’s monthly newsletter
- Manage and update CAPI’s social media channels, monitor engagement, and support audience growth
- Update the Coalition event calendar in the Partner Portal
- Provide general communications support across CAPI and the Centre projects and activities

*Webinars & Events*

- Support the coordination and delivery of webinars and virtual events, including logistics, materials, and follow-up
- Assist with event preparation tasks, including communications with speakers and participants

*Stakeholder communications*

- Assist with stakeholder communications for both CAPI and the Centre
- Support outreach and coordination with partners contributing to Centre activities
- Maintain the CAPI’s and the Centre’s contact database, and maintain stakeholder and partner information

*Creative*

- Assist with formatting and design of reports and communication materials
- Update and maintain both CAPI and the Centre website contents to ensure accuracy and timeliness
- Contribute to updating Centre-related content (e.g., partner graphics, announcements)

*Reporting and Measurement*



- Support tracking of communications performance (newsletter, website, social media)
- Assist in compiling basic analytics and summaries of communications activities

*Please note that other duties may be assigned as needed to meet the evolving needs of the organization and its mandate.*

### **Desired Qualifications:**

- Exceptional time management skills and eye for detail.
- Excellent writing and communication skills.
- 1-2 years of experience with communications, design, 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-governmental organization, policy, or research environment, or in the agriculture or agri-food sector, is an asset.

### **Salary:**

\$23-\$25/hour based on experience.

### **Term:**

A 3-month contract with the possibility of an extension.

### **About CAPI:**

The [Canadian Agri-Food Policy Institute](#) is the place for agri-food leaders to come together, share insights and advance ideas on emerging issues facing this important sector. CAPI's work reflects systems thinking, researching complex and interconnected food issues, bringing diverse voices to the table — from across agri-food supply chains, governments, researchers and among adjacent sectors. By providing reference points, source material and education for all stakeholders, CAPI is helping to ensure growth and prosperity in the agri-food industry for generations to come.

### **About the Centre:**

The [Centre for Agri-Food Benchmarking](#) exists to credibly present the agriculture and food sector's sustainability credentials to create value. Through its flagship initiative—the National Index on Agri-Food Performance—the Centre convenes an unprecedented Coalition of Partners spanning the entire agrifood value chain. This cross-sector collaboration unites producer groups, agri-businesses, processors, retailers, exporters, researchers and governments around a shared goal: to measure, benchmark and improve Canada's sustainability performance across Environmental, Food Integrity, Economic, and Societal well-being Indicators. By providing credible, transparent data, the Index



strengthens trust, informs policy and market decisions and positions Canada as a global leader in sustainable food production. The Centre is housed within the Canadian Agri-Food Policy Institute (CAPI).

**Submitting your application:**

CAPI is an open organization, inclusive, accessible, and respectful work environments. All qualified applicants will receive consideration for employment. Your age, ancestry, color, gender identity or expression, physical or mental disability, political affiliation, race, religion, sex (including pregnancy), sexual or gender orientation, or any other characteristic protected by applicable laws, and regulations will not factor in the organizations' hiring decisions. We do, however, thoroughly embrace persons with skills, capability, and an abundance of enthusiasm for the important work that we do. Applicants must meet the age requirement of the Youth Employment and Skills Program through Agriculture and Agri-Food Canada (the individual must be 30 years of age or younger on their start date).

Applications should be sent to Rokhaya Sow at [r.sow@agrifoodindex.ca](mailto:r.sow@agrifoodindex.ca), or apply directly on our website at <https://capi-icpa.ca/connect/opportunities/> by Friday, May 8.

**Please include:**

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

We thank all applicants for their interest in CAPI - only those selected for an interview will be contacted.