

Communications Coordinator (Part-Time) - LOOKNorth

At C-CORE, we are committed to investing in people and creating a dynamic and rewarding employment experience. C-CORE is seeking a **Communications Coordinator** to work with its highly skilled team of business professionals, engineers and scientists. If you are a self-motivated team player and committed to excellence, this may be your opportunity.

C-CORE conducts R&D and provides research-based advisory services, delivering innovative engineering and technology solutions to national and international clients. Over the past 43 years, we have built a world-class team of over 75 dedicated professionals, with a reputation for excellence in Remote Sensing, Ice Engineering and Geotechnical Engineering.

COMMUNICATIONS COORDINATOR

As a Communications Coordinator you will use your creativity and strong writing skills to develop content for print collateral and media platforms, effectively describing and promoting C-CORE programs and activity, particularly LOOKNorth.

C-CORE is open to expressions of interest from consultants as well as those interested in direct employment.

Duties & Responsibilities

- **Writing** case studies, white papers, blogs, and program/product/service information
- **Proofreading, editing and writing** a variety of content that effectively integrates program/product/service information, brand voice and audience-focused messaging.
- Maintaining LOOKNorth's **website (www.looknorth.org) and social media presence**, creating timely and appropriate content and monitoring stakeholder/related social media to identify trending topics
- **Staying current and maintaining a library** of LOOKNorth collateral materials, as well as source materials such as photographs and videos
- **Working closely with internal teams** to understand C-CORE/LOOKNorth's programs, products and services, to ensure accurate and consistent messaging
- **Supporting** the team's attendance at **trade shows/conferences** as well as organizing workshops and other communications events

Skills and abilities:

- Excellent research, writing and editing skills;
- Ability to adapt writing style for a variety of needs and audiences;
- a good comprehension of STEM vocabulary and writing conventions to be able to readily translate them to lay language;
- proficiency with the Microsoft Suite of applications;
- proficiency with multimedia and Internet-based technologies including the ability to readily adopt/adapt to new communications technologies and platforms;

- superior interpersonal communications skills, particularly (proactive internal communications: contacting internal experts and gathering information from them)
- proficiency with graphic design applications such as Adobe Illustrator, Photoshop, etc. would be an asset; and
- experience with Social Media strategy and design would be an asset.

Qualifications:

The successful candidate will have an undergraduate degree with a strong focus on communications/marketing. The ideal candidate will have 3-5 years of experience in a similar role.

This position is located in our St. John's office and is a part-time position (approx. 22.5 hours/week) with the possibility of full-time at a later date.

Location:

St. John's, NL

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Apply to:

Qualified applicants should forward their résumé electronically to: careers@c-core.ca. Please quote **Communications Coordinator** in your application. For further information, please refer to C-CORE website (www.c-core.ca).

Deadline for Submission:

May 31, 2019

C-CORE thanks all those who apply; however, only those whose skills most closely match the position will be contacted.