



Junior Communications Coordinator

The Fraser Institute has a full-time opening for a Jr. Communications Coordinator in our Vancouver office, located in the heart of Kitsilano. This position is ideal for a recent Communications undergrad looking to gain hands-on experience. This position is a hybrid position, which does require being in the office 2 to 3 days per week.

Here's what you'll do:

- Assist in developing and implementing communication plans and strategies to generate media coverage for the Institute's research, outreach programs and events.
- Set up distribution of news releases, media advisories and e-newsletters as assigned.
- Assist in fielding media requests and setting up interviews with researchers.
- Maintain and update email distribution lists of key media contacts across the country.
- Monitor and report on media coverage.
- Compile media clips.
- Assist with social media posts and help compile social media stats as assigned.
- Other communications duties as assigned.
- **Please note that this position requires being in the Fraser Institute office 2-3 times per week.**

About you:

- You have a post-secondary degree or certificate in Communications or a related field. A combination of work experience and education may be considered. You have a professional, positive demeanor with excellent communication skills.
- You have the ability to maintain professionalism and confidentiality when dealing with sensitive information.
- You're an ambitious go-getter with strong attention to detail, with a demonstrated ability to work independently, manage multiple projects, prioritize, work to deadlines, and you are excited to learn and grow with our organization.

What we offer:

- Opportunity to work alongside a great team of professionals.
- Great hybrid work culture in an active learning environment.
- Training and career development opportunities.
- An attractive compensation package which includes extended health and dental benefits, a fitness benefit, potential bonus and a great RRSP plan.

How to apply:

Please email your resumé and cover letter (**including salary expectations**) to the Coordinator, Human Resources at: careers@fraserinstitute.org with the subject line "Jr. Communications Coordinator."

Application Deadline: May 24th, 2024

Please note, we will be reviewing applicants as they are received and interviews may take place prior to the closing date. While we thank all candidates who wish to apply, only those selected for an interview will be contacted.