



Newfoundland and Labrador Federation of Agriculture

Communications Coordinator

The Communications Coordinator supports and contributes to the smooth operation of the Agriculture Climate Solutions programs managed by the Newfoundland & Labrador Federation of Agriculture. The position reports directly to the Climate Change Manager. If you are seeking to work with a small team, a multi-tasking professional who takes great pride in your work and collaboration, apply to be part of the NLFA team. To learn more about the NLFA, please refer to our website at www.nlfa.ca

GENERAL RESPONSIBILITIES

- Manage communications tools of the ACS programs and others that support the projects goals and workplan.
- Content creation and management: scheduling engaging content for social media platforms.
- Analytics and reporting of social media performance.
- Collaboration with team to create strong messaging to support technical information.
- Website maintenance with regular updates, maintain and troubleshoot website content, features and functionality of project websites.
- Enhance user experience by ensuring websites are user friendly, accessible and visually appealing.
- Assist with monitoring and analyzing communications strategies.
- Maintain brand awareness through print materials, social media and other communications
- Liaise with the other NLFA staff as required.
- Other duties as required to support the project.

Professional Qualifications Required:

- A diploma in digital marketing, web development or a related field.
- Proven experience of managing websites using Wix.
- Strong proficiency with computers – Office 365.
- Critical thinking & analytical problem solving.
- Experience with social media platforms.
- Experience using Canva, Survey Monkey and other tools an asset.
- Able to work independently and meet deadlines.
- High level of diplomacy and strong communication skills.
- Excellent time management, organizational, and communications skills.
- Strong work ethic with a high degree of energy.
- Creativity to develop innovative communication strategies and materials.
- All applicants must be legally entitled to work in Canada.
- Minimal travel maybe required for project support and have access to your own transportation.
- Must have a valid driver's license.

Compensation and other details

Job Type: Full-Time Contractual

Salary: \$48,000 - \$55,000 gross annual pay, depending on experience (bi-weekly pay)

Vacation: 2 weeks annual paid vacation plus paid public holidays, Christmas holidays Dec 24-Jan 2

Hours: 37.5 hrs, generally Monday to Friday, 8:30am - 4:30pm.

Benefits: Dental, Drugs, Extended Health Benefits, Hospital and Travel

Administrative Costs: Costs associated with communication tools will include cellular phone monthly expenses, supply of portable computer, software, printer and supplies.

Location and Environment: Flexible work location remotely within Newfoundland and Labrador.

Term: The contract will end on March 31, 2028 based on satisfactory contribution to the project, satisfactory results of an annual performance review and funding. Potential for contract renewals.

Expected Start Date: As soon as possible

How to Apply:

Send your PDF resume and cover letter to hr@nlfa.ca by **March 5, 2025**. Only those that are selected for an interview will be contacted.