



Communications Coordinator

Investment Agriculture Foundation (IAF)

Victoria, BC preferred | Hybrid | Full-Time (37.5 hrs/week)

Salary Range: \$60,000 – \$65,000 annually

Reports to: Communications and Reporting Director

The Role

No two days in communications at IAF look quite the same. You might launch a newsletter for a new funding program, turn a scientific report into a story people *actually want* to read, create content for social media, or produce a video showcasing the impact of a project happening somewhere in BC.

As our Communications Coordinator, you'll work with the Communications and Reporting Director and teams across IAF to bring our programs, projects, and impact to life. You'll create content across email, web, social media, print, and video, while also connecting directly with clients who have questions about our programs.

We're looking for someone who likes variety, takes initiative, and can take direction and run with it. IAF moves quickly, so you'll need to stay organized, manage competing deadlines, and be ready to jump in when something new comes up.

About IAF

A small, collaborative not-for-profit based in Victoria with a big footprint across BC. We deliver programs to support a thriving agriculture and food sector in BC.

What You'll Do

- Create communications for program launches, application deadlines, updates, changes, and closures
- Build and send newsletters and email campaigns, including writing, formatting, testing, scheduling, and distribution
- Write, schedule, and publish social media and website content
- Create brochures, signage, graphics, presentations, and other print and digital materials
- Produce videos and impact stories that showcase the results of IAF-funded projects
- Review research, scientific reports, and project results to find strong stories and turn complex information into content that is easy to understand
- Answer calls and emails from clients, provide information about IAF programs, and connect them with the right team when needed
- Work with program teams to gather information, confirm details, and get communications ready on time
- Keep track of assigned projects, deadlines, approvals, and outstanding information
- Take on other communications and organizational tasks as priorities shift

What We're Looking For

- Detail-oriented and committed to producing accurate, high-quality work, even when you're balancing multiple priorities
- Thrives in a cross-functional environment where the job description is a starting point and you're comfortable taking on work outside your usual wheelhouse
- A strong writer and communicator who can make complex information clear and engaging

- Organized and able to prioritize multiple assignments and deadlines
- Self-directed and dependable, with the ability to take an assignment and run with it
- Proactive, curious, and willing to put your hand up to help or learn something new
- Client-focused and comfortable communicating with people by phone, email, and in person
- Able to work quickly, adapt to changing priorities, and follow through on the details
- Comfortable working with different teams and asking questions to get the information you need

Qualifications

- Diploma or degree in communications, marketing, journalism, or a related field
- 1+ years of relevant communications or marketing experience
- An equivalent combination of education and experience will be considered

Assets

- Experience in a client-facing role
- Experience using Canva, email marketing platforms, website content management systems, or CRM systems
- Experience with video production and editing
- Experience working in a not-for-profit or program-based organization

The Process

1. Application review
2. Phone screen
3. Short practical assignment
4. In-person interview with portfolio walkthrough

To apply: Submit your resume and a short cover letter to adantas@iafbc.ca by August 31st, at 8:00 a.m. In your application, please include one or two examples of communications work you have created. Tell us what you created, what you were trying to achieve, and the impact it had. If available, feel free to include links to or samples of your work.

IAF is committed to building a diverse and inclusive team and welcomes applications from all backgrounds.