



Job Posting

Communications Coordinator

Position: Communications Coordinator (Maternity leave replacement)

Contract type: Temporary, 15-month contract (4 days a week) from April 1, 2025 until June 30, 2026

Location: Applicants must reside in the Toronto-Quebec City corridor

Compensation: We offer a competitive salary of \$59,000, plus 5% in lieu of pension and a generous health benefits package.

About MiningWatch Canada

MiningWatch Canada is a pan-Canadian initiative supported by environmental, social justice, Indigenous, and labour organizations from across the country. MiningWatch works to provide timely support to mining-affected communities and related organizations; to do research and analysis of industrial mining and related policies and laws in Canada and concerning Canadian mining operations abroad; to engage in related campaigns and movement building; and to advocate for greater protections for Indigenous peoples and affected communities, including women and mineworkers, as well as for justice and reparations for harms from mining by changing the policies, laws, and economic conditions that perpetuate mining-related abuses and injustice.

About the role

The Communications Coordinator is responsible for developing and executing communication strategies and plans in support of MiningWatch's programs and organizational objectives. The Communications Coordinator will coordinate the development and distribution of the organization's communication materials across a wide variety of platforms, and support media relations by leveraging both mainstream and alternative media in Canada and internationally. The position is focused on amplifying the voices of mining-affected communities to advance campaign objectives, raising the visibility of MiningWatch, and engaging a variety of public audiences to deepen awareness and understanding of mining-related issues. The Communications Coordinator will also work in close collaboration with fundraisers to ensure strong proposals and reports.

MiningWatch has a small team with a shared management model. The position will report to the co-management team.

Key responsibilities

Develop and execute creative and effective communications plans

- Contribute to communications plans and develop materials for specific actions and campaigns
- Advance MiningWatch's organizational communications strategy, including by developing engaging and accessible content across platforms to reach new audiences
- Edit and proofread a wide variety of Miningwatch Canada materials including blogs, website text, newsletters, reports
- Coordinate the creation and delivery of MiningWatch's visual brand and messaging, liaising with designers, translators, printing, and other service providers as needed
- Coordinate website maintenance and ensure that new and consistent material is posted regularly
- Provide technical support to staff, including in webinars and online meetings

Coordinate MiningWatch's media relations and increase media coverage

- Review media releases and develop key messages, media packages, and other materials to support media coverage
- Pitch content to media outlets and help coordinate media interviews and appearances
- Develop productive relationships with a wide variety of outlets, journalists and influencers

Plan and implement MiningWatch's social media strategy

- Produce original digital content, including graphics and other visuals, to expand our social media presence
- Manage MiningWatch social media feeds to amplify our work and grow our base of supporters and followers

Fundraising

- Work alongside other staff to connect online with MiningWatch donors, produce digital and print materials to advance our fundraising strategy
- Edit funding proposals and work with other staff to produce reports for funders

Qualifications

- Post-secondary education in communications, journalism, or in a related field, and at least 5 years of experience in communications, preferably in the not-for-profit sector in Canada and/or internationally
- Excellent writing and oral skills in English and proven experience in developing and editing written communication materials. Fluency in French and/or Spanish is considered an asset.
- Experience in social justice, environmental, labour, and/or community organizing, activism, and coalition work
- Proven experience with media, including pitching stories and coordinating media interviews and appearances
- Strong knowledge and understanding of current trends in social media and digital media

- Previous experience working with website and e-newsletter software and advocacy platforms, and organizing public events
- Proficiency in Adobe Creative Suite or other software for graphic design and video/photo editing is an asset

Personal attributes

- Commitment to MiningWatch’s vision and mission
- Self-starter and able to work independently, while also able to work collaboratively within a small team setting
- Dynamic communicator who thrives in a fast-paced environment, can meet tight deadlines, and can adapt to and balance competing priorities

Application process

Interested applicants are invited to submit a cover letter and resumé as one document to Val Croft at val@miningwatch.ca by **March 3, 2025**. Applications must include “Communications Coordinator - Your name” in the subject line of the e-mail.

We thank all those who apply; however, only those applicants selected for an interview will be contacted. Selected candidates should be available for the first round of interviews from March 10-11, 2025.

Candidates must be legally entitled to work in Canada. MiningWatch is an equal opportunity employer. We seek to build an inclusive and diverse team. We encourage qualified candidates from diverse backgrounds, including those who may need accommodation, to apply to join our team. Please advise if you require accommodation during the application process.