



**Experience.**  
**Insight.**  
**Trust.**  
**Value.**

## Public Relations Coordinator Job Opening

### Overview

Coast Communications and Public Affairs is a small boutique corporate communications and public affairs firm located at Granville Island that provides full service public relations to clients, including: strategic communications planning, event planning, issues and crisis communications, consultation and community engagement, media relations, media training, privacy, data breach and cyber security crisis communications, social media programs, writing, infographics, websites and more.

### The Position

This full-time, permanent position would support our growing list of clients, assisting with administrative and corporate communications tasks. You will provide administrative support to the team, including the Owner. Although an entry level position, your work will be instrumental in the development and execution of PR strategies and the public affairs needs of our clients. In this role, you should be an excellent communicator with strong attention to detail. We take team seriously, with special team events and social activities to build the team and spend time together socially. This also means that career growth is built into our team priorities.

### Our Ideal Candidate

You are committed to a career in public relations/corporate communications/public affairs but are just starting out. Ideally you have worked in the field already or have worked in an office environment as an executive or administrative assistant. Preferably you have had or are in the process of receiving training in PR or communications.

You have excellent writing and research skills. Your exceptional time management skills mean you are always on top of your to do list: that list may have 10 items, but you do 11 and report back on status throughout. You have a 100% focus on details. You love to copy edit and produce power points! Detail oriented, you find satisfaction in making things just right. You have hustle, are curious and want to learn. You like working as part of a team but are confident and accountable when working independently with the right direction. You want a job that is challenging and where you will be mentored and while learning from the best.

### Responsibilities

- Manage the calendars of the team and Owner
- Coordinate client and other meetings, supports meeting attendance by packaging materials, setting up boardroom
- Manage travel coordination for team
- Provide administrative support to programs and internal teams

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COAST COMMUNICATIONS AND PUBLIC AFFAIRS INC.

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- Track projects, update critical paths
- Share information to ensure effective team communications
- Help support the team in implementation of client communications strategies
- Support vendor relations, including coordination with printers and venues
- Support preparation of presentations and reports
  - Edits PowerPoint presentations including: editing, SmartArt, icons and layout
  - Formatting of client facing word documents
- Manage Mail Chimp for Coast Communications and/or client newsletters including:
  - Input content including blog posting and invitations
  - Upload, manage and maintain distribution lists
  - Review metrics and provide advice on impacts of content distribution
  - Assist in executing social media strategies
- Manage company social media accounts under the supervision of the team
- Develop simple graphics using Canva or other tools
- Update the Coast Comms website (in Shopify)
- Research media outlets, helps build media lists under direction of team
- Undertake research to support new business and strategy development
- Update and maintain stakeholder contact lists
- Monitor media and creates media monitoring packages
- Edit communications copy (e.g. press releases, publications, social media posts)

## Requirements

- 2 + years working in an office environment
- 1 + years paid experience doing corporate communications/PR work
- Interest in a career in corporate communications
- Terrific organizational skills
- Keen interest in the broader business and political environment of British Columbia
- Ability to switch between work on multiple files at once
- Advanced office computer skills and troubleshooting, including **all** Microsoft products
- Interest/experience in social media, web, including managing a website and reviewing metrics such as Google Analytics
- Advanced copy editing and document formatting experience and familiarity with CP Style Guide
- Well-organized, able to work with deadlines and manage multiple projects at once
- Excellent interpersonal communication skills, outgoing and confident
- Academic training: diploma and/or undergraduate degree in liberal arts, English, political science, public relations, communications, business/commerce, journalism

Please email your cover letter and three references to [info@coastcomms.ca](mailto:info@coastcomms.ca). Deadline for applications is February 17th, 2020 and the position would start immediately. For more information about Coast Communications visit [coastcomms.ca](http://coastcomms.ca)