



Communications Coordinator Independent Contractor Position

Position: Communications Coordinator

Hours of Work: Approximately **5 to 8 hrs/week** to start

Start Date: Early May 2024, flexible start date

Worksite: Remote

Terralingua is a small international nonprofit organization that for over 25 years has been a pioneer and recognized leader in promoting understanding and appreciation of the value of diversity in both nature and culture (“biocultural diversity”) for the thriving of life on earth. Guided by our vision of a just, equitable, sustainable world in which the biocultural diversity of life is valued, protected, and perpetuated for generations to come, we pursue our mission through research, education, outreach, and the storytelling featured in our flagship publication, [Langscape Magazine](#) and in the [Indigenous Youth Storytellers Circle \(IYSC\)](#).

What you’ll do:

- Collaborate with the team to create and design content that promotes stories and authors who contribute to *Langscape Magazine* and the Indigenous Youth Storytellers Circle on Terralingua’s social media channels as part of our content marketing strategy
- Work with the Operations Manager and Executive Director to create a plan to grow our social followings and to expand our readership and website traffic
- Repurpose content and design graphics to promote and educate about biocultural diversity
- Post other Terralingua original content—such as blog posts, calls for stories, and campaigns—to social media
- Post shared content to social media sourced from Google Alerts and supporters
- Engage in social media listening and with our audience
- Represent Terralingua’s brand in the social sphere and have the ability to write to fit our brand and for our audiences
- Create a monthly newsletter that highlights new stories and blog posts
- Upload videos that go with *Langscape* and IYSC stories to Vimeo
- Monitor and track communications and engagement activities on a weekly basis
- Perform other related duties as required

What you'll bring:

- Diploma/degree with a focus in communications, public relations, or marketing is preferred.
- Combination of work experience and education also considered
- Demonstrable grammar and writing skills for social media
- Demonstrable design experience for different platforms
- Experience with digital storytelling and presenting content and stories in multiple ways across multiple platforms an asset
- Ability to work with a team and independently and, at least to start, attend weekly Zoom meetings
- Alignment with [Terralingua's commitment](#) to Indigenous Peoples worldwide and to bring awareness and sensitivity to the struggles and injustices to this role and all that it entails
- Knowledge of Monday or similar team collaboration platform; Zoho Campaigns; and Canva or similar design platform
- Bonus education and/or skills: basic Wordpress, video editing, copy writing, and social media marketing

Additional Requirements

- Ability to work from own office with reliable Wi-Fi
- Ability to start in late May or early June 2024

Application Process

As an independent contractor position, this role is ideal for a freelance or self-employed person. To be considered, qualified candidates must forward:

- a cover letter with **expected pay range per hour**
- a CV or resume

to Coreen Boucher, Operations Manager, Terralingua at operations@terralingua.org

Application Deadline is 8 PM, PST, Friday May 10, 2024

Thank you for your interest in this position. As we are a small organization, we will contact only qualified applicants.