

## Communications Director

Canada West Foundation

*The Canada West Foundation is an independent, non-partisan public policy think that provides practical solutions to tough public policy challenges facing the West, and Canada as a whole, at home and on the global stage. We work on interesting problems with interesting people.*

Join a small, fast-paced, highly committed team who believe that the work we do makes a difference. The Canada West Foundation has an opening for an experienced Communications Director. The position provides **hands-on** communications leadership for all aspects of the Canada West Foundation – including writing and editing, strategy, event management, external communications, media relations, content creation, internal communications and website content. The successful candidate should be an exceptional writer, and fluent in both policy and current affairs. CWF’s look and feel and content itself sets it apart; working closely with the Head of Design is essential.

### Specific responsibilities:

- Work with the CEO, VP, research directors and policy analysts to develop impactful work products
- Write and/or edit a variety of materials, including research reports, policy briefs, news releases, op-eds, newsletters, annual report and impact reports with clear, thoughtful, impactful writing.
- Build media relationships. Pitch stories to local and national media. Coach and prepare CWF experts for media interviews.
- Day-to-day management and strategic updates of [cwf.ca](http://cwf.ca) website.
- Share CWF’s work with supporters, partners and other interested groups, including using CWF’s digital platforms to amplify reach.
- Plan and manage events (virtual and in person), including working with subject matter experts to prepare content and overseeing logistics. Familiarity with Zoom is essential.
- Develop relationships and organizational capacity to disseminate CWF policy ideas and research widely in the public sphere to key audiences including governments, industry, individuals and foundations.
- Work with Head of Design to ensure CWF’s distinct look and feel in all aspects of communications.
- Report and track communications efforts, with a focus on impact.
- Prepare and post social media content (Twitter, Facebook, LinkedIn).

### The successful candidate should:

- Have a degree in communications or journalism or a related field of study, or equivalent experience; a minimum of 7-10 years of experience in a communications or public affairs role
- Be comfortable with deadlines and fast-paced workflow – there is no “typical” day in the office – and ready to pitch in to help the team when and where required.

- Be able to write and edit with style, authority and ease on issues that matter to the West, and all of Canada.

**Please note:**

- All candidates must be double-vaccinated for COVID-19.
- Flexible hours/hybrid work-from-home and office.
- CWF is a dog-friendly office.

Application deadline: October 20, 2021

**To apply, send a cover letter and resume to: [communications@cwf.ca](mailto:communications@cwf.ca), and include Communications Director in the subject line.**

*We thank all candidates for their interest but only those selected for an interview will be contacted. For additional information about Canada West Foundation, please visit [cwf.ca](http://cwf.ca)*