

RDAR is hiring a Communications Coordinator!

Are you a creative who blends graphic design with storytelling prowess? Have experience reaching different audiences with multiple channels? Known as a team player? Can you juggle multiple initiatives concurrently and build solid relationships? If any of this sounds like you, consider applying for RDAR's latest career opportunity.

The opportunity:

Reporting to the Vice President, Operations, the Communications Coordinator is part of the Communications Team and supports the entire organization with both digital and traditional content creation that engages and informs our wide body of stakeholders. RDAR is seeking an energetic, self-motivated, and results-oriented professional who can work both on their own initiative and as a key team player.

The Communication Coordinator will be the primary communications agent for the On-Farm Climate Action Fund and the Producer Research and Evaluation Project, while also supporting RDAR's other communications efforts including storytelling, developing consistent channels for information distribution, and reaching multiple stakeholder groups.

What you'll do:

Communications and Engagement

- Support the execution of strategic communications plans by assisting in the development and creation of newsletters, project summaries, articles, blog posts, and other copy driven content as required.
- Recognize and leverage various communication channels to disseminate research outcomes.
- Assist in updating and improving the public-facing RDAR website
- Address inquiries and provide necessary information, escalating issues as needed.
- Ensure brand consistency in all materials and collateral.

Graphic Design

- Design report, factsheet, and newsletter layouts.
- Support the RDAR team to produce high-quality visual outputs.
- Generate compelling infographics for reports and presentations.

Program Support

- Be the primary communications contact for RDAR's producer-facing programs (On-Farm Climate Action Fund and Producer Evaluation and Research Project)
- Interview producers and create compelling content to share the impact of these programs.
- Ideate multiple channel delivery concepts for communications tasks – video, podcasts, infographics, etc.
- Liaise with RDAR's internal teams to convert scientific and/or technical language into easy-to-understand content.

What you're like:

- Capable of moving fast, juggling multiple initiatives concurrently, and having a passion to always do your best work
- Flexible and have a high attention to detail
- Self-motivated, energetic, and enthusiastic
- Enjoy a fast-paced, high-volume environment
- Instinct to identify and escalate high-risk and / or political issues
- Able to work collaboratively in a team environment

What you bring:

- Bachelor's degree in communications, journalism, agriculture or a related field. Equivalent experience may be considered.
- 3-5 years of progressively responsible related experience or equivalent combination of education and related experience.
- Experience within Alberta's agricultural, business, and/or economic development sectors highly desirable.
- Proficient in Adobe Creative Suite (Photoshop, Illustrator, InDesign and Acrobat)
- Experience with research extension and / or science communication is an asset
- Excellent interpersonal skills and effective communication skills to build networks and trusting relationships with colleagues and external groups

What you can expect working with RDAR:

- RDAR is a supportive and growing organization that is passionate about its purpose.
- Teamwork and transparency are keys to success
- Competitive salary and total compensation package
- Excellent benefits package with RRSP matching
- Annual professional development stipend

Job Details:

- This role will be based in Edmonton, Alberta
- In-office at least 3 days a week.
- Willing to travel throughout Alberta to meet with stakeholders and oversee events. Some evening work may be required.
- Valid travel documents and drivers' license required
- You must be legally eligible to work in Canada (e.g., be a Canadian citizen, permanent resident of Canada, or possess a valid work permit)

Interested? Submit your cover letter and resume to hr@rdar.ca. This position will remain open until a suitable candidate is found.

RDAR is an equal opportunity employer. We foster a diverse and inclusive workplace where individuals, regardless of disability, gender, sexual orientation, marital status, race, color, religion, age, nationality, or ethnic origin, have equitable access to opportunities for employment, professional opportunities and advancement. Our recruitment practices are merit-based, ensuring that every candidate is evaluated fairly based on their qualifications, skills, and potential to positively impact our team.

We would like to thank all interested applicants; however, only those shortlisted and scheduled for an interview will be contacted.