



ATLANTIC HEALTHY
OCEANS INITIATIVE

Tel. 709-691-0485
1 Clarke's Rd,
Norris Point, NLA0K3V0
ahoi.info@gmail.com

Job Description-Communications Coordinator

ABOUT US

Atlantic Healthy Oceans Initiative (AHOI) was created in March of 2019. Its overarching mission is to look after the health of our ocean while looking after the coastal communities that depend on them most. The focus region is the waters that surround the Gros Morne Region off western, NL but due to the nature of the marine environment, our mandate goes beyond this, and into the Gulf of St. Lawrence. We are a non-profit that has programs currently running to reduce the plastic waste in the Gros Morne Region, protect species at risk and to promote the importance of marine biodiversity and protection of our ocean.

ABOUT YOU

You are an organized and enthusiastic person who has a passion for the marine environment and making sure it stays healthy for generations to come. Must have experience using Microsoft Office (word, excel, publisher and PPT), WIX, Canva and a strong background using various social media platforms to tell incredible stories about the importance of our ocean. Having good communication and people person skills would be an asset and basic knowledge about our marine environment and coastal communities that make up Gros Morne would also be recommended.

POSITION RESPONSIBILITIES

- Create and edit blog and social media posts, monthly newsletters, letters to various levels of government, and website content to promote our programs and build awareness about the importance of our marine biodiversity.
- Participate in and organize community meetings, outreach events, online webinars and workshops.
- Coordinate meetings with municipal, provincial and federal governments to talk about various programs ongoing with AHOI.
- Work with AHOI staff and partners to ensure goals of various programs are getting met and annual reports and communication stats are delivered and reported on in a timely manner.
- Work with AHOI to identify new opportunities for funding to build programs.
 - Help with proposal writing and reporting to apply and update new and current funding.
- Can travel when needed to meetings locally, provincially, nationally and at times, internationally.

- Participate in coastal cleanups, audits and other field work activities as needed.
- Other administrative duties as needed.
 - Meeting minutes, annual reports, etc.
- Must have a class 4 drivers license and access to a vehicle

TERMS OF EMPLOYMENT

- Full time position (37.5hrs/ week) at \$23-25/ hour CAD (based on experience)
- 4 weeks vacation pay included (based on full time employment)
- 6 sick days (based on full time employment)
- 2-year contract with possibility of extension
- Future opportunity to increase to a full-time position
- Ability to work remotely and visit Gros Morne during field season

LOCATION: Bonne Bay Aquarium and Research Station, AHOI Office with ability to work remotely from home or other location if travelling.

DEADLINE TO APPLY: Submit a CV through email by January 31, 2024 to ahoi.info@gmail.com