



Contract Opportunity: Communications Lead

Cowichan Watershed Society (CWS)

30 hours per week | Flexible schedule | \$35-\$45/hour

About Us

The Cowichan Watershed Society (CWS) supports the Cowichan Watershed Board's vision of whole-of-watershed health, Indigenous co-governance, and collaborative community leadership. Our work is grounded in relationships, cultural safety, and respect for the leadership of Quw'utsun Mustimuhw and other Indigenous peoples connected to the watershed.

The Role

We are seeking a **Communications Lead** to support the Cowichan Watershed Board in sharing our story, strengthening community relationships, and highlighting the impact of our collective work. This role combines hands-on communications tasks with strategic storytelling to ensure that our vision and activities are communicated clearly, inclusively, and with respect for Indigenous and local knowledge.

The successful candidate will be responsible for:

- Providing strategic communications advice and expertise to the Executive Director.
- Developing and implementing communications strategies and key messages in a timely manner in collaboration with other staff, and in alignment with CWB partnership and priorities.
- Creating and overseeing communications projects in alignment with strategic priorities.
- Writing content, ensuring technical accuracy and catering to a wide variety of audiences.
- Promoting inclusion of Hul'q'umi'num', taking care to respect proper use and spelling.
- Maintaining and updating the CWB website, including overseeing an imminent website review and rebuild.
- Coordinating public communications, including all social media.
- Producing a monthly e-newsletter, and graphics (posters, digital images) as needed.
- Generating, editing and uploading Board meeting materials (agendas, materials, minutes).
- Updating the CWB communications guide as needed, and ensuring consistent branding across platforms and materials.
- Liaising with media in partnership with counterparts at Cowichan Tribes, CVRD and project partners.
- Preparing speaking notes and presentations for staff and Board members.

- Leading development of the Annual Report and Impact Plan.
- Supporting and editing funding proposals and related documents.
- Taking or arranging photos at events; ensuring the photo library is maintained and organized.
- Tracking media hits and other communications files.
- Contributing to special projects and events, such as community outreach and education.

Qualifications & Experience

We welcome diverse experiences and pathways into this role. Qualifications may include formal education, lived experience, or cultural knowledge. We encourage you to apply even if you don't meet every listed requirement.

- Post-secondary education or equivalent experience in communications, journalism, marketing, media relations, public engagement, or a related field. Education in an ecological field is also an asset.
- At least 5 years of related work experience.
- Strong writing, editing, and storytelling skills; translating technical content with precision and accuracy while still making it accessible and engaging to a diversity of audiences.
- Comfort with digital tools (website platforms, social media, design software, newsletter programs, presentations, spreadsheets, filesharing)
- Ability to create accessible, culturally respectful, and audience-appropriate content
- Understanding of cultural safety, Indigenous governance, and relationship-based work
- Strong organizational skills and ability to manage multiple projects
- Experience working with or within Indigenous communities and/or local watershed organizations is an asset.

CWS recruitment is guided by our co-governance framework, as captured in the Cowichan Watershed Board [Governance Manual](#). In alignment with Section 42 of the BC Human Rights Code, preference may be given to qualified Indigenous applicants, with special consideration for Quw'utsun Mustimuhw and those with lived experience and knowledge rooted in the Cowichan watershed.

Terms

- 30 hours per week, flexible scheduling.
- \$35-45/hour depending on level of leadership (role) and experience.
- The contract is 1 year, with a 3-month probation period, and the possibility of renewal.

📁 Apply by sending your resume + a short statement (written, audio, or video) and two examples of your work to admin@cowichanwatershedboard.ca by **Monday, September 22nd**.