



Geoscience BC – Project Coordinator & Communications Manager

Geoscience BC is an innovative, non-profit, non-government, industry-focused applied geoscience organization. Our mandate is to encourage mineral and oil & gas exploration and development investment in British Columbia through the collection, interpretation and marketing of publicly available, applied geoscience in partnership with industry, government, academia, communities and First Nations groups. We deliver high quality geoscience information and knowledge to all stakeholders.

As a non-government, not-for-profit organization, Geoscience BC is able to be flexible, responsive and entrepreneurial. It also has a unique ability to engage with communities and other non-government organizations in the design and delivery of geoscience programs, and to provide information and knowledge to the public about geoscience and the exploration sector. Since its inception in April 2005, Geoscience has received \$48.7 million in Provincial government funding to undertake our mineral and energy geoscience initiatives in British Columbia.

For detailed information Geoscience BC, our projects and the opportunities we provide, please visit www.geosciencebc.com.

We are presently seeking to fill the role of **Project Coordinator & Communications Manager**, for a **15-month Maternity Leave Contract**.

Reporting to the President & CEO, the **Project Coordinator & Communications Manager** is responsible for coordinating the day-to-day requirements of our projects. The **Project Coordinator & Communications Manager** is also responsible for coordinating the communication material produced by Geoscience BC, and for maintaining our website as it relates to projects and data releases.

This role offers the opportunity coordinate a variety of interesting geoscience projects, and to deal directly with our partners, clients and stakeholders. Our entrepreneurial and flexible approach to applied geoscience projects, and our rapid delivery of publicly-available results, gathered through collaboration and partnerships, are what set us apart from government, industry and academia.

We are looking for someone who is detail orientated, has excellent communication skills, both written and verbal, and is passionate about promoting applied geoscience in BC. Full details about the role can be found below.

Summary of Responsibilities

Project Coordination

- Support and coordinate new project development, including managing RPF's

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www.geosciencebc.com



- Coordinating, managing and communicating the day-to-day requirements of projects including the creation, execution and amendment of agreements, project files, budgets and deliverables
- Coordinate GBC's annual technical volume (Summary of Activities)
- Coordinate, and attend GBC's 1.) Minerals (co-chair) and 2.) Oil & Gas Technical Advisory Committee meetings, general meetings, proposal reviews, and liaise with consultants on projects
- Represent GBC at conferences, workshops and project meetings

Communication

- Write, coordinate and produce communication and marketing materials including brochures, presentations and publications such as Explorer magazine
- Write and coordinate the dissemination of news releases; monitor media coverage and coordinate interviews to promote Geoscience BC
- Write and coordinate website content, specifically communicating updates to projects, RFP, and data releases
- Assist with conference preparation, reviewing letters and presentations for content, effectiveness and accuracy; coordinate workshops

Education, Skills & Requirements

- A minimum of a BSc in geosciences or earth sciences
- A minimum of 3 years project management experience
- Strong communication skills, both written and verbal, at both a technical and non-technical level
- Knowledge of corporate communications and marketing is an asset
- Basic understanding of legal agreements and proposal documents is an asset
- A strong ability to multitask in a busy environment, with multiple deadlines, with attention to detail
- Working knowledge of graphic design programs (corel draw, Adobe Illustrator)
- Intermediate skills in Microsoft word, excel, outlook and PowerPoint
- Basic web programming skills
- Ability to plan and organize job activities effectively
- Ability to work independently and as part of a team, as required
- Ability to be flexible and pick up tasks, as required
- Ability to learn quickly and independently learn new skills
- The ability to travel up to 15% of the time for business

To apply for this position, or to recommend someone who you feel would be an ideal candidate for this role please send your resume/questions/suggestions to: careers@geosciencebc.com.

We thank all applicants who apply, but advise that only those who have been selected for an interview will be contacted.

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