Job Posting: Senior Communications Specialist

About Climate Caucus

Global challenges, local solutions: there has never been a more crucial time to accelerate community-level climate policy and to amplify trusted voices calling for ambitious provincial and federal climate leadership that meets the urgency of our times.

Climate Caucus is a national, non-partisan non-profit working at the intersection of two essential pillars of shared prosperity: local democracy and climate policy. Across the country, we support mayors, chiefs, councillors, regional directors and other representatives to enact, and advocate for, climate initiatives at every order of government. Our role is to ensure that such trusted voices have essential resources to succeed when supporting their communities through both policy action and bold, provincial and federal advocacy. At the heart of our work is a deep commitment to safety, health and affordability for everyone in Canada, and the belief that supporting local leaders is one of the most impactful ways to ensure just that.

About the Role

This is a collaborative, multi-faceted role ideal for someone with a range of honed communications skills, who knows how to turn policy ideas into impactful messaging; who can manage multiple priorities concurrently; and who thrives across mediums. The successful candidate will feel just as comfortable developing a rapid-response press release as they do checking the kerning on a document as they do creating social media strategy. You'll be working with a warm, supportive team in a growing organisation that's working at the forefront of change alongside senior professionals with extensive communications, GR and policy experience ready to collaborate.

Key Responsibilities

Campaign and Communications Management

- Lead Climate Caucus's communications strategy in close collaboration with senior leadership, and own its day-to-day delivery.
- Develop communications plans for campaigns, policy launches and key moments in the political calendar, with clear objectives, audiences, messages and measures of success.
- Steward our brand identity and voice across every channel, from member updates to public-facing materials.

Messaging and Content

- Translate legislative and policy recommendations into clear, compelling messaging for members, decision-makers, media and the public.
- Write and edit across formats: press releases, op-eds, website copy, newsletters, member communications, social posts and talking points.
- Produce rapid-response content when the news cycle demands it, often on short timelines.
- Oversee the production of campaign materials such as briefs, brochures, flyers and presentations, with a sharp eye for quality and detail.

Social Media

- Develop and execute our social media and digital strategy, including content planning, publishing, community engagement and channel growth.
- Plan and manage paid online advertising campaigns with external contractors, overseeing progress and ensuring value for money.
- Track and report on performance using analytics, and use what you learn to sharpen our approach.

Media Relations

- Proactively pitch stories, spokespeople and op-eds to national, regional and political media.
- Build and maintain relationships with journalists, and keep our media lists up to date.
- Prepare spokespeople with briefing notes, key messages and Q&As, and coordinate media requests.
- Work with external PR consultants and organizational partners on larger campaigns.

Skills & Experience

- Strong political instincts and a solid understanding of the Canadian political landscape.
- Ability to quickly synthesize complex information and apply it across strategy, communications and engagement.
- Excellent written communication skills, including the ability to review, edit and adapt content for different audiences and formats.
- Excellent interpersonal skills, including the ability to listen deeply, build trusting relationships quickly and work with a wide range of stakeholders.
- Proven experience pitching media and managing media campaigns, with knowledge of the political media landscape.

- Deep understanding of social media best practices; experience with online advertising tools is an asset.
- Strong organisational skills, with the ability to manage multiple projects and competing priorities.
- Experience supporting or contributing to political and advocacy campaigns; direct campaign leadership experience is a strong asset.
- Experience coordinating people, projects or working groups; formal staff management experience is an asset.
- Ability to communicate at a senior level in English; French is a strong asset.

Terms

This is a full-time, fully remote role with a semi-flexible work week. The position is offered on an initial two year contract, with potential for extension. The role will be eligible for health benefits after a three-month probationary period. $65,000 — $72,000 p/a, dependent on experience.

Equity

We strongly encourage applications from individuals from historically and currently marginalized groups, including but not limited to Indigenous people, Black and racialized people, people with disabilities, LGBTQIA+ individuals, and others who bring diverse perspectives and experiences to this work.

To Apply

This role will begin in January 2027. To apply, please complete this form by **Monday, November 23.**