

**Job Title:** Communication Officer

**Date Prepared:** March 2026

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TLC The Land Conservancy of BC is a charitable, membership-based land trust working to protect British Columbia's biological diversity. We are currently seeking a Communication Intern to provide support while gaining experience working in the non-profit sector to promote events, fundraising initiatives, and the organization in general.

### **Position Overview:**

The Communication Intern will work with TLC's team to implement comprehensive communication strategies for TLC projects. This will include contributing to TLC's website, social media accounts, and designing/producing promotional material (print and digital). The Communication Officer will also participate in covenant monitoring, restoration initiatives, special events and fundraising activities.

### **Desired skills**

- Strong writing and presentation skills
- Photography, videography, and graphic design skills.
- Proficiency in Microsoft Office, graphic design software and photo/video editing software (e.g., Adobe Photoshop/InDesign/Premiere Pro, Canva, etc.),
- Understanding of the nature of the web, technology, and digital trends to engage audiences.
- Experience with social media and Wordpress websites.
- Experience working/volunteering in environmental or conservation fields.
- Ability to work outside (sometimes in remote areas) in various conditions for extended periods of time.

### **Duties and responsibilities:**

- Recording photos/videos/audio content during events, site visits, etc.
- Developing printed and digital communications materials that are consistent with TLC branding, including:
  - Creating social media posts for TLC's Facebook, Instagram, Twitter & YouTube profiles.
  - Writing blog posts for TLC's website.
  - Manipulating photos and developing graphics for digital and printed posters, brochures, pamphlets, forms, TLC website, social media etc.
  - Editing video footage, subtitling, manipulating audio files.



- Printing, scoring/cutting, and other tasks related to the assembly of printed communications materials.
- Implementing TLC's Communication Strategy including:
  - Assisting in the creation and fulfillment of production schedules
  - Monitoring media coverage of TLC and issues relating to TLC's interests and activities.
  - Recording and interpreting analytics data to expand TLC's reach and engagement.
- Participating in the planning, development and implementation of events, and campaigns.
- Participating in on-site monitoring visits to TLC's covenant portfolio in Greater Victoria (and potentially further afield).
- Maintaining records and files as necessary to fulfill the duties of the position.

Interested candidates should e-mail their resume and cover letter, with "Communication Officer" in the subject line to [admin@conservancy.bc.ca](mailto:admin@conservancy.bc.ca) by April 27 at 9 a.m.

Hourly wage rate of \$25.00/hour. This is a full-time, summer position based on 35 hours per week for 8 weeks. Due to Canada Summer Jobs funding stipulations, applicants must be between 15 to 30 years of age. Anticipated starting date: Tuesday, May 19, 2026.

We thank all applicants however, only those shortlisted will be contacted.