Employment Opportunity - Communications Specialist

Starting Date: As soon as possible
Part Time (20-24 hours a week, flexible schedule)
$21-23/hour

The WRENCH is a registered charity that creates stronger, healthier communities by removing barriers to building, repairing and maintaining bicycles – with a focus on educating youth. We envision a world where everyone is empowered to experience their community by bicycle.

We are looking for a part-time communications specialist to help us connect with our community! Help spread the word about all the things that The WRENCH offers, and the good work we are doing in our community.

This unique position involves a strong capacity for organization, communication and resourcefulness. Tasks include:

- Maintaining content on our website
- Updating our social media with news about our programming, policies and events.
- Editing our monthly newsletter
- Connecting with our funders and donors
- Creating and organizing media and promotional materials.
- Supporting The WRENCH with other events and projects as needed
- Documenting our programming through photos and videos
- Assisting our staff team with public communications (phone, email etc)
- Helping to maintain a safe, fun and positive bike shop
- Assisting the executive director with media requests, grant reporting and public relations

The ideal candidate will possess the following skills and experience:

- A demonstrated familiarity with digital design tools, social media, digital communications and other computer applications. (The WRENCH uses: Google Workspace, Canva, Wordpress, various social media platforms)
- Competent project management skills
- Strong organizational skills and an eye for detail and design
- Experience with event planning is an asset
- Experience in a non-profit environment
- Commitment to the WRENCH's vision and mission, and our belief that bikes are a powerful tool of social change

This position does not require any skills in bicycle mechanics, but an appreciation of bikes and cycling is valuable!

The WRENCH encourages people traditionally excluded from bike shop environments to apply, including: Women, 2SLGBTQ+ people, Indigenous people, POC, Newcomer and disabled folx. We are a people-led organization, and bikes are how we connect, learn and grow with each other.

Please submit your resume and cover letter to merrill@thewrench.ca with the subject line "Communications Specialist"

Deadline for candidates to apply is Friday, October 18 at Midnight