



## Let your career SOAR with Wildlife Rescue!

Are you interested in being part of a PURPOSE-DRIVEN team with a passion for animals and wildlife?

Do you want to join a fast-growing organization making a big impact in BC?

We are looking for a **Communications & Marketing Assistant** to join our team.

### Position Profile

The Communications and Marketing Assistant plays a key role in Wildlife Rescue's fundraising program and community engagement efforts. Working closely with the Marketing and Communications team, the assistant supports a wide range of initiatives that connect our mission with our audience, including - newsletters, e-mail marketing, webinars, website content, fundraising campaigns, and social media content.

Drawing on a strong foundation in communications and marketing, the Communications and Marketing Assistant brings excellent writing skills, creativity, and digital fluency to increase awareness, build community support, and strengthen the connection between Wildlife Rescue and the people who care about our work, making every campaign and communication count toward our mission.

### Position Type

This is a permanent, full-time, hybrid position. The successful candidate must be available to work on-site at Wildlife Rescue's Burnaby, BC facility for a minimum of 16 hours per week, with the remaining hours worked remotely.

As wildlife emergencies and organizational priorities can arise unexpectedly, occasional additional on-site attendance may be required on short notice, particularly during critical incidents or key events.

### Compensation

\$22.00 - 24.00, depending on experience and expertise.

### Start date

July 6, 2026, anticipated

### Who YOU are

You are a creative storyteller with a passion for communication, marketing, and building strong brand presence. You thrive in a fast-paced environment, producing engaging content across digital and traditional channels while juggling multiple priorities with ease. You're proactive, organized, and confident building positive relationships with stakeholders and audiences alike. With a sharp eye for detail and a fresh, creative mindset, you know how to turn ideas into meaningful engagement.

## Who WE are

Established in 1979, the Wildlife Rescue Association of BC is a leader in wildlife rehabilitation and is committed to educating the public about peaceful coexistence with wildlife. Based in Burnaby, BC, we are Western Canada's busiest wildlife rehabilitation centre, admitting over 5,000 animal patients each year.

## Our ADVANCEMENT team

The Advancement Team is a multidisciplinary group comprising Marketing, Communications, and Fundraising programs. Together, we work closely with other departments, staff, and volunteers to deliver the highest level of donor and public engagement. Joining this team means collaborating with passionate professionals dedicated to amplifying our mission and expanding our impact.

## Employee Perks and Benefits:

- Professional development funding and opportunities for career growth
- Starting paid vacation of 3 weeks
- A competitive extended medical and dental benefits plan, which includes:
  - Teladoc medical services
  - Employee Life Insurance
  - Travel protection outside of Canada
  - Access to paramedical services (counselling, chiropractic, massage therapy, and more).

## Highlight of Key Responsibilities

- Support the planning and execution of Wildlife Rescue's communications and marketing initiatives.
- Create communications materials and community engagement opportunities, such as newsletters (print and digital), photo contests, and webinars.
- Assist in the development and delivery of special campaigns such as Giving Tuesday, Mother's Day, and Valentine's Day, helping to create compelling content and support campaign execution across channels.
- Assist in keeping Wildlife Rescue's website up to date with the latest content and visuals.
- Coordinate and maintain the communications engagement calendar, ensuring timely delivery of regular and recurring communications.
- Liaise with program teams to gather stories, photos, and video content related to wildlife patients, releases, rescues, and seasonal trends for use in communications materials.
- Capture and edit photo and video content for use across social media and other marketing platforms, staying current with digital trends and best practices to support innovative outreach.
- Monitor and evaluate the performance of communications activities, providing insights and recommendations to support continuous improvement.
- Experience writing press releases, an asset

## Key Qualifications & Experience

- A degree or diploma in Communications, Marketing, Journalism, or a related field
- Excellent written and verbal communication skills
- Proven experience in content creation and the management of social media platforms, including but not limited to Facebook, Instagram, LinkedIn, YouTube, etc.

- Must have some working knowledge of editing software, graphic design software, social media management platforms, CRMs, and other essential software such as Adobe Creative Suite (InDesign, Photoshop, Illustrator), Canva, Later, Salesforce, and Web flow.
- Media and press training and experience are an asset
- Effective organizational skills and the ability to manage multiple tasks with high attention to detail
- Regular travel to wildlife release sites is an essential part of this role. Candidates must have access to a reliable vehicle and be comfortable travelling throughout the region as needed. Mileage expenses will be reimbursed in accordance with the current CRA per-kilometre rate.
- **We are seeking the right fit for our team and encourage all interested candidates to apply.**

#### **Please Note**

- All candidates must be willing to obtain a criminal record check in accordance with policy.
- WRA is an Equal Opportunity Employer committed to Diversity, Equity, and Inclusion. If you need assistance or an accommodation, please contact us at [recruitment@wildliferescue.ca](mailto:recruitment@wildliferescue.ca).

#### **To Apply**

Please submit your cover letter and resume as a single PDF using our online form. <https://app.smartsheet.com/b/form/019e90d1095b73aba3e6475449155df9>

If you have any questions, please contact us at [recruitment@wildliferescue.ca](mailto:recruitment@wildliferescue.ca) .

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmiñəm and Skwxwú7mesh-speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.