

Communications Assistant, Canadian Water Resources Association (Part-Time, Contract)

Description:

CWRA is seeking a creative and detail-oriented Communications Assistant to support engagement with our diverse water resources community. This position offers an exciting opportunity to contribute to meaningful work in communications, event planning, and digital content development—while helping to build awareness of pressing water-related issues in Canada.

As part of a small but passionate national office team, the Assistant will support CWRA's communications strategy and outreach across platforms such as our website, e-newsletters, and social media. The successful candidate will collaborate closely with the Executive Director and Manager, Communications and Operations, contributing ideas and content that connect with both current and future CWRA members. You must be self-motivated and able to meet deadlines while being responsive and connected with the team.

Hours: 30-40 hr/month with flexible scheduling. Hours will be spread across weekdays, with occasional pre-scheduled availability for meetings and webinars. The total hours available for this role will depend on the candidate's language qualifications.

Contract Timeline: Start date as soon as possible - no later than July 14, 2025. This position will run until June 30, 2026, with the possibility of extension based on performance and funding.

Location: Remote (in Canada).

Salary: \$20-22/hr. This is a contract position that does not include benefits.

Application Deadline: June 30, 2025, 11:59 pm EST

How to Apply:

To apply, please send a resume and a tailored cover letter (in PDF format) to Samantha Lau at manager@cwra.org by 11:59 pm EST on June 30, 2025. Use the subject heading "LAST NAME_FIRST NAME - Application for Communication Assistant". Your cover letters should specifically address how you meet the qualifications and include examples of relevant experience.

Initial interviews will be held the week of June 30, 2025. Two references will be required for those

candidates selected for an interview. We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.

Key Responsibilities:

1. Assist in creating and distributing communications materials, including bi-weekly e-newsletters (Mailchimp), social media posts (Instagram, Twitter, X), and promotional content.
2. Develop and manage content for CWRA's website (WordPress), including layout updates and content scheduling.
3. Maintain a calendar of relevant events, workshops, and opportunities within the water sector.
4. Create engaging digital content (graphics, text, videos, photos) for social media and website use.
5. Monitor and report on communications performance (social media analytics, engagement metrics, etc.).
6. Support virtual events such as webinars, workshops, and community forums.
7. Help maintain CWRA's photo library, ensuring appropriate releases and attributions are in place.
8. Identify emerging communication trends, tools, and opportunities to elevate CWRA's visibility and engagement.
9. Participate in internal discussions to recommend innovative communications strategies and digital tools.
10. Support the use of translation tools and the production of communication materials in both official languages.
11. Perform other related duties as assigned.

Qualifications:

Required

1. The candidate is currently pursuing or has recently completed a post-secondary diploma or degree in communications, science, engineering, geography, planning, or other water-related degree.
2. Access to home office with a computer, cell phone, and high-speed internet.
3. Demonstrated experience with social media communications, developing promotional campaigns, and event planning.
4. Strong written and verbal communication skills, including professional email and phone demeanor.
5. Solid computer skills in Google Workspace and relevant tools (e.g., Canva, WordPress, Mailchimp, Zoom, Social Media Platforms).

6. Ability to work independently, manage time effectively, and meet deadlines.
7. Enthusiasm for learning new digital tools and communication strategies along with a willingness to gain new technical skills through independent study and research.

Preferred

1. Experience working at a non-profit organization.
2. Interest in environmental studies and water issues.
3. Able to speak and write in both official languages (English and French).

About CWRA:

The Canadian Water Resources Association (CWRA) is a non-profit professional organization dedicated to promoting effective water management (www.cwra.org). We have been active in the Canadian water community for over 75 years, and we are in an exciting period of developing new capabilities and member resources.

CWRA welcomes applications from everyone, including visible minorities, Indigenous people, people with disabilities, and newcomers to Canada. CWRA is a participating organization in [Canada's 50-30 Challenge](#). We welcome diversity and encourage applications from all qualified individuals.