

Communications Specialist

Job Description

Reports to Director, Investor Relations

Location: Vancouver, BC

Job Purpose

The Communication Specialist plays a vital role in enhancing internal and external communication strategies to support the EDR's objectives. This position is responsible for drafting and disseminating internal messaging while collaborating with key departments such as Sustainability, HR, Corporate Development, and will build upon and enhance the company's social media strategy, supporting the Investor Relations team in creating an annual social media calendar.

Main Responsibilities

Internal Communications:

- Assist in supporting and drafting internal messaging for EDR.
- Cross collaboration with Sustainability department, HR department, Corporate Development.
- Manage information flow to employees regarding all company and industry news

Social Media:

- Build upon and enhance the Company's social media strategy.
- Support the IR Director and IR Assistant in creating the annual social media calendar while maintaining and managing the Company and CEO social media platforms to ensure information is accurate and up to date.
- Ability to design social media posts and templates on Canva or other design platforms
- Monitor social media channels, respond as appropriate, and notify management when necessary.
- Monitor analytics of social media channels and website traffic.

Skills and Experience:

- Bachelor's degree or a comparable qualification.
- 4 to 7 years of relevant working experience within the metals and mining industry.
- Strong communication and interpersonal skills.
- Must be proficient with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint).
- Excellent knowledge of social media platforms (LinkedIn, Facebook, Instagram, X).

- Working knowledge of Canva or other digital design experience.
- Knowledge of Google Analytics.
- Demonstrated ability to manage many tasks and to prioritize and meet deadlines.
- Excellent written and spoken English.
- Knowledge of Adobe Illustrator and Photoshop would be a bonus.
- Spanish speaking or writing also a bonus
- 3 days per week to start.