

## Job Opportunity: Summer Students

### The Organization

The **BC Council of Forest Industries (COFI)** is a trade association representing the majority of forest products manufacturers in British Columbia. Our members are leaders in the global forest products industry, helping to drive the economy of the province and the communities in which they operate.

COFI advocates for the interests of its members and works with all levels of government to promote a healthy, diversified, sustainable forest industry. It works to ensure policies and regulations are effective and help to maintain forest sector competitiveness in the global marketplace while ensuring the highest environmental standards.

For more information about COFI, please visit [www.cofi.org](http://www.cofi.org).

### Job Description

COFI is seeking a **Public Affairs Assistant** to join our team based in our Vancouver office. They will work closely with members of COFI's Public Affairs team and collaborate with member companies. The successful candidate(s) should have the capacity to undertake research and support communications and sustainability projects. This position reports directly to the Director, Public Affairs.

Responsibilities will include:

- Conduct research and aid in the preparation of communications materials for public affairs and sustainability initiatives.
- Manage contact databases and inventories associated with public affairs outreach and sustainability initiatives.
- Help develop communications materials including social media postings, website content, correspondence and more.
- Support monitoring of political events, media and social media.

## **Qualifications and Competencies**

- Undertaking undergraduate studies in communications, political studies, public policy, sustainability or other applicable field of study.
- Experience in the resource sector (forestry, mining, oil and gas, energy) would be considered an advantage.
- Digital skills considered an asset.
- Good written and oral communication skills.
- Outstanding work ethic, strong initiative and ability to work unsupervised and independently.

To apply for this position, please reference position title in subject line and submit a cover letter and resume to [administration@cofi.org](mailto:administration@cofi.org). We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The BC Council of Forest Industries is an equal opportunity employer and provides employment accommodation in accordance with the British Columbia Human Rights Code.