



Communication Specialist

Role Overview:

- **Title:** Communications Specialist
- **Type:** Full-time contract, June 1 – July 24, 2026 (8 weeks, 35 hours/week)
- **Geography:** Remote (Canada)
- **Reporting to:** Communications Manager

Job Description:

The Communications Specialist will work closely with the Communications Manager and Communications Coordinator to support the planning, promotion, and execution of the KBH+ Conference 2026, along with broader communications initiatives aligned with KBHN's strategic objectives. This role offers hands-on experience across content creation, digital tools, event promotion, and social media, while building skills in project management, collaboration, and creative communications.

Key Responsibilities

- Collaborate with the event management team to create event signage, banners, and other branded materials
- Develop promotional materials, including social media toolkits, to help KBHN ecosystem partners cross-promote the KBH+ Conference
- Support targeted communications plans that promote the KBH+ Conference 2026 and other KBHN strategic initiatives
- Synthesize key information to support communications tasks and decision-making
- Create website content and supporting graphics for use across KBH+'s communication channels
- Conduct a content audit of current messaging and materials, and support the Webmaster as needed
- Help manage KBH+'s social media channels (Bluesky, LinkedIn, Facebook, Instagram) by creating content, designing visuals, and keeping messaging consistent
- Build and maintain a database of participants, venues, and vendors, keeping information accurate and up to date

- Keep digital records organized and easy to access
- Use project management tools to track tasks, deadlines, and progress across communications and conference activities

Skills and Qualifications

- Post-secondary education in Social Sciences, Marketing, Communications, or Journalism
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills
- Meticulous attention to detail and strong problem-solving skills
- Experience with online research; familiarity with databases is an asset
- Ability to work independently and manage tasks under remote supervision
- Comfort collaborating across a distributed team
- Proficiency with Microsoft Office Suite and a willingness to learn new digital tools
- Familiarity with AI tools to support day-to-day tasks
- A proactive, detail-oriented, and solutions-focused approach

Apply here: <https://form.jotform.com/261055672950257>

Funding and Eligibility

This role is funded by the Government of Canada's [Canada Summer Jobs](#) program. To be eligible to apply, you must:

- Be between 15 and 30 years old on the job's start date
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada

Please note that international students and other temporary residents of Canada are not eligible for this position.