



CFES  **FCST**

Canadian Federation
of Earth Sciences

Fédération canadienne
des sciences de la Terre

The coordinated voice for Canadian Earth Sciences

La voix coordonnée des sciences de la terre au Canada

www.CFES-FCST.ca

CFES Communications Director

The Canadian Federation of Earth Sciences (CFES) is seeking a Communications Director, responsible for communication of CFES activities to the broad Earth Science community, other science communities, students, and the public in general.

With a strong interest in Earth Science and an excellent communication skillset, the Director can make a significant contribution to CFES and its member societies, and thereby to Earth Science in Canada through building and fostering networks across the Earth science spectrum. The Director is responsible for managing the organization's online brand and promoting the initiatives of CFES member societies, meaning CFES needs an individual with a strong interest in delivering Earth science messages to non-specialists. We encourage the Director to identify and utilize additional volunteers in a support role to meet the responsibilities of the role.

Responsibilities of this volunteer position include:

1. Maintain and continue to enhance the CFES web site; ensure that all parts of the website are kept up-to-date and that links are operational. The CFES website (www.cfes-fcst.ca) has been built on the Wix platform and is maintained by the Director. Some content is provided by members of the Board of Directors and CFES Council, but the Director is expected to also write copy for the website.
2. Review the French language website and arrange for updates. French language knowledge would be advantageous for the role but is not essential as additional volunteers can be engaged for this aspect.
3. Continue to maintain and grow the social media presence of CFES. This involves posting content regularly to Facebook and Twitter, as well as engaging with and promoting content shared by CFES member organizations.
4. Identify key Earth Science messages and communicate them via the website and social media, in collaboration with the CFES Director of External Engagement.
5. Solicit and edit articles to be posted on the CFES Blog.

Duties as a Director include attending monthly videoconferencing Board meetings (90 minutes each) and participating in the annual 2-day face-to-face Council meeting (usually in Ottawa) and in two, mid-year, videoconferencing, Council update meetings (60 minutes each).

Duties concerning Communication are ongoing and needs dependent; they can be expected to average no more than a 2-4-hour time commitment per week over the course of a three-year term. This work load will vary depending upon the engagement of additional volunteers.

CFES Board expenses and travel are covered as per the expense policy.

Those interested should contact Graziella Grech, Chair, CFES Nominating Committee, at cfes.pastpresident@gmail.com by Monday, November 23rd, 2020.