

NOW HIRING!



Communications Coordinator, Vancouver

Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work-life balance for their employees? If so, look no further!

Harbour Air is a leading aviation company committed to providing exceptional travel experiences. As the largest seaplane airline in the world, we pride ourselves on connecting communities and offering unique transportation solutions. We are looking for a dynamic and experienced Communications Coordinator to join our team and contribute to the growth and success of our internal & external brand.

The Communications Coordinator will play a key role in developing and executing Internal & External communication initiatives for Harbour Air. The successful candidate will work closely with the marketing team, people & culture, E-plane team and external agencies to create compelling thought leadership content, along with supporting and coordinating media relations efforts.

WORK HOURS: Office hours (40 hours/ week)

LOCATION: 4760 Inglis Drive, Richmond; Hybrid work schedule

TERM: Full-Time Permanent

DEPARTMENT: Marketing

COMPENSATION AND BENEFITS: Competitive wage, extended health, and dental benefits, revenue share program, flight perks (including buddy passes and global inter-airline partnerships), discounts at local restaurants and partner organizations, staff events and much more!

Responsibilities and Expectations

- Craft compelling content for external communications, including press releases, blog posts, and website content.
- Develop and maintain relationships with external stakeholders, such as customers, partners, and industry influencers.
- Coordinate and execute external communication campaigns to promote brand awareness and engagement.
- Monitor industry trends and competitors to identify opportunities for proactive external communications.
- Serve as the primary contact for media inquiries and proactively build relationships with key media contacts.
- Draft and distribute press releases and media advisories to relevant outlets, ensuring timely and accurate dissemination of information.
- Organize and facilitate media events, such as press conferences, interviews, and product launches, liaising with Head of Marketing & Public Affairs.
- Monitor media coverage and prepare regular reports on the company's media presence and sentiment.
- Collaborate with the marketing team to align external communications with overall marketing strategies and campaigns.
- Work closely with graphic designers and external agencies to create visually appealing and effective communication materials.
- Provide communication support for special events, initiatives, and projects as needed.

Qualifications/Assets

- Bachelor's degree in Marketing, Communications, or a related field.
- 3+ years of experience in marketing and communications roles.

- This role requires a dynamic individual with excellent communication skills, a strategic mindset, and the ability to thrive in a fast-paced environment.
- Strong copywriting and creative skills.
- Experience with media relations
- Proficiency in using Google Analytics and other marketing tools.
- Excellent organizational and project management skills.
- Ability to work collaboratively with cross-functional teams.
- Strong communication, presentation, and interpersonal skills.
- May have to work evenings and/or weekends periodically.

ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com quoting 23-88 Communications Coordinator

DEADLINE: Open Until Filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.