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Job Posting: Content Development and User Engagement Coordinator Maternity Leave Replacement

Pacific Climate Impacts Consortium (PCIC)

PCIC is a climate service centre at the University of Victoria that conducts and applies research focused on understanding climate change and its physical impacts, supporting adaptation efforts across British Columbia. Working closely with partners and users, PCIC uses its extensive expertise in climatology, hydrology and climate service delivery to develop authoritative, science-based services. These services enable the public, communities, governments, and the private sector to build resilience to BC's complex and changing climate while also contributing in a substantial way to related national and international efforts.

Job Description

You will work within the Regional Climate Impacts team to develop practical information on the physical impacts of climate change for climate service users. Reporting to the Lead of Regional Climate Impacts, you will be responsible for training and outreach activities, engaging with current and prospective users of PCIC's products and services, assessing user needs including the testing of new content and approaches, and in the development of relevant regional summary reports and online content, including case studies or other narrative tools.

Accountabilities

- Researching, writing and reviewing content for online resources, such as PCIC's delivery platforms and ClimateData.ca
- Writing and reviewing public-facing reports, such as PCIC's Corporate Report and regional climate assessments
- Collaborating with a variety of knowledge holders and experts on content and tool development
- Coordinate, develop and deliver regional training and outreach activities to different user groups
- Assess user needs through engagement activities, surveys, and other methods to inform content development
- Maintain a database of users for outreach, and document requests, feedback and responses
- Manage PCIC's communications, including website content, announcements, and PCIC's quarterly newsletter
- Host monthly online webinars during the academic year for the Pacific Climate Seminar Series

Knowledge & Experience, Skills & Abilities

Knowledge & Experience

- Combination of an undergraduate degree plus 2 years of work experience in the following areas:
 1. Education, communications, community development, or a related field; AND
 2. Climate change, or related environmental science field
- Demonstrated experience in successfully delivering presentations on complex topics
- Understanding of climate change and its impacts
- Experience working with government or engineering sectors an asset
- Experience hosting live webinars an asset
- Experience with web content management an asset

Skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent problem-solving, innovation and creative thinking skills
- Planning, organizing, and facilitation skills

Abilities

- Ability to communicate technical concepts using plain language to a variety of audiences
- Ability to work effectively and communicate with teams over distance
- Ability to interact professionally, respectfully and in culturally appropriate ways with a variety of disciplines and user groups
- Ability to understand and interpret statistical analysis an asset
- Willingness to be flexible with job duties

Other Information

- This position is funded through a contribution agreement with the Canadian Centre for Climate Services of Environment and Climate Change Canada.
- Employment period: This is a one-year maternity leave replacement position, with the possibility of extension based on operational requirements and the leave status of the incumbent employee.
- Full-time (37.5 hours per week)
- Salary range: \$69,745 - \$80,853
- Start Date: October 1, 2026
- The position is based in Victoria, British Columbia, therefore a successful candidate must be willing to live in or move to Victoria, British Columbia.
- **Please specify whether you are currently able to work legally in Canada.**
- **Review of applicants will start immediately and continue until a candidate is found.**

Application: Please send your application including a cover letter, CV, and three professional references to Charles Curry, climate@uvic.ca, with “**ATTN: Content Development and User Engagement Coordinator**” in the subject line.

We acknowledge and respect the Ləkʷəŋən (Songhees and Esquimalt) Peoples on whose territory the PCIC stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.