

Contract Posting: SD2052026AD

Posting Date: May 28, 2026

Closing Date: Open until filled

<p>Contract Opportunity</p>	<p>Communications & Marketing Lead</p>		
<p>Team</p>	<p>Communications & Marketing</p>	<p>Team Lead</p>	<p>Chief Administration & Services Officer</p>
<p>Summary of the Opportunity</p>	<p>SelfDesign Learning Foundation is seeking a dynamic and collaborative Communications & Marketing Lead to oversee organizational communications, marketing initiatives, and to support cross-functional projects.</p> <p>SelfDesign Learning Foundation's key priorities for communications and marketing are:</p> <ol style="list-style-type: none"> 1. Steward our unique organizational voice 2. Streamline our communications 3. Ensure communication and marketing infrastructure are poised for future growth. <p>This contract requires a strategic thinker who is equally comfortable with implementing work plans, coordinating content delivery, and supporting day-to-day operations for our Communications & Marketing contractor team. The successful candidate will bring strong project management capabilities, excellent written and verbal communication skills, and superior technology savvy - including the ability to quickly learn new tools and systems.</p> <p>This contract is ideal for someone who enjoys building structure in an evolving environment, can confidently navigate change, and values operational and service excellence. The ideal candidate will be a collaborative and relationship-focused leader with a strong commitment to continuous improvement.</p> <p>The Communications & Marketing Lead will lead and/or support the following deliverables:</p> <ul style="list-style-type: none"> • Collaborative development of organizational wide communications and marketing strategy. • Successful implementation of communication and marketing workplans. • Streamlined and improved communications channels, systems and processes arising out of an internal communications audit. 		

	<ul style="list-style-type: none"> Identified trends and opportunities arising from analysis of performance metrics across all internal and external communication channels.
Work Environment	<p>We are a remote organization.</p> <p>We operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 6:00 pm.</p> <p>You set your own hours of work, between the business hours noted above. You also need to be available for occasional online meetings during these same hours. Meetings are scheduled in advance.</p>
Timelines	<p>Contract start date: August 1, 2026</p> <p>Contract end date: July 31, 2027, with the possibility of extension.</p>
Budget	\$80,000 - \$85,000
To Respond To This Opportunity	<p>Read the contract details below.</p> <p>Email a cover letter and your resume to opportunities@selfdesign.org</p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> Why you are interested in this opportunity. Your availability, particularly if you have other commitments. Evidence of a successful track record providing services similar to our request in a comparable work environment. <p>We actively encourage applications from members of groups with historical and/or current barriers to equity.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received. Only candidates selected for an interview will be contacted.</p>

Contract Details	
Oversight	You will work at the direction of the Chief Administration & Services Officer.

<p>Services Required</p>	<p>The scope of work includes but is not limited to:</p> <ul style="list-style-type: none"> ● Strategic communications and marketing <ul style="list-style-type: none"> ○ Creation of internal communications and external marketing strategies aligned with organizational priorities. ● Project management and implementation <ul style="list-style-type: none"> ○ Develop practical work plans, timelines, and priorities while adapting to changing organizational needs. ○ Coordinate with internal and external stakeholders to ensure projects and campaigns are delivered effectively and on time. ● Leadership and collaboration <ul style="list-style-type: none"> ○ Foster a collaborative and respectful team culture focused on service excellence and continuous learning. ○ Build strong working relationships across departments, leadership teams, contractors, and external partners. ● Continuous improvement <ul style="list-style-type: none"> ○ Monitor and analyze performance metrics across communication and marketing channels. ○ Support continuous process improvement and identify opportunities to enhance communication systems and practices. ○ Identify trends, opportunities, and risks related to audience engagement and communications effectiveness. 	
<p>Competencies</p>	<ul style="list-style-type: none"> ● Attention to detail ● Client focus ● Computer and digital literacy ● Strategic thinker ● Servant leadership 	<ul style="list-style-type: none"> ● Fostering communication ● Initiative ● Multi-tasking ● Collaborative and solution focused.
<p>Experience and Credentials</p>	<ul style="list-style-type: none"> ● 5+ years of experience in marketing and communications. ● Degree in Communications or a related field. ● Experience leading a communications team. ● Strong project management experience, including managing multiple priorities and initiatives simultaneously. ● Experience leading both internal communications and external marketing initiatives. ● Strong technological proficiency and comfort learning and using a variety of digital platforms and communication tools. ● Experience analyzing communication and marketing analytics to guide strategic and operational improvements. ● Proven ability to move effectively between strategic planning and tactical execution. ● Experience coordinating communications across multiple channels and for diverse audiences. 	

	<ul style="list-style-type: none"> • Experience recruiting, managing, and collaborating with external vendors and contractors. • Strong interpersonal skills with the ability to lead with empathy, fairness, and accountability.
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> • Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28).

About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

Working with us

We facilitate lifelong learning and holistic personal growth with programs, opportunities, and support for people of all ages, with an emphasis on choice and self-direction.

We provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Drive, Docs, and Sheets
- Zoom for video meetings/conferencing.

You provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at www.selfdesign.org and read our [Community Report 2025](#).