

**Job Description: Communications and Outreach Associate**

CanopyBridge.com is a global on-line directory and network helping buyers and suppliers of sustainably grown and harvested products to find each other and build relationships. Canopy Bridge spans the globe, encompasses an extensive range of voluntary sustainability standards, and includes a multitude of products, from specialty cacao and coffee to unique culinary, cosmetic and other ingredients.

The Canopy Bridge on-line platform allows members from around the world to list, describe, discover and learn more about these products and the people behind them. And our team provides personalized support to members – both buyers and sellers – to help them develop the trading relationships they need to grow and thrive.

We measure the success of Canopy Bridge by how successful we are in delivering value to our users, helping them build new relationships for sourcing, trade and investment.

We’re a small team, based in Ecuador. Our reach is global, with a strong emphasis on relationships in Latin America.

We’re looking for someone to join us to strengthen our communications with our members and to broader audiences to make Canopy Bridge a key source of news and information for enterprises and people engaged with markets for sustainable natural products.

**Roles and Responsibilities**

* Building out our news service. Strengthening Canopy Bridge as a valuable go-to source of information for people involved with sustainable natural products markets.
  + That means identifying great stories about producers, new products and market developments, writing some of them, and finding the right contributors to write others.
  + Scanning the news and publications to find worthwhile stories to share on a curated feed for Canopy Bridge users.
  + Managing and improving our portal and feeds on social media to reach the broadest possible audience.
* Communications related to our work and projects. We run events, promote products and causes that we believe in, fundraise and engage with all kinds of stakeholders, from rainforest cooperatives, to companies to media outlets to social entrepreneurs and NGOs. This means being able to:
  + Draft articles, publications, announcements and the like.
  + Reach out to the right network of contacts to gather and get out information about our work.
  + Maintain an active but substantive social media presence.
* Other stuff. We´re a small shop and expect everyone to be able to pitch in on different projects and opportunities as they appear. We want to keep growing, and are looking for someone who wants the same.

**The kind of person we’re looking for**

* Excellent writing and oral communication skills; fully bilingual in both English and Spanish. We really mean that – native-speaker level for both languages;
* Organized, with an ability to juggle multiple projects, contacts and deadlines;
* Experience with journalism and social media, reflected in the ability to generate quality content with quick turnaround, even on new and unfamiliar subjects;
* Flexible, self-directed and results-focused. We´re looking for someone who can shape the job;
* Extroverted and strong networker. Ability and desire to discover stories, meet new people, find the right collaborators and forge contacts;
* Demonstrated ability to work across a variety of different cultures and business environments;
* Enthusiastic and committed to using the power of markets to create positive social and environmental impact;
* Good design sense and familiarity with graphic design tools a plus.

**Terms**

* Compensation according to skills and experience.
* Initial 5-month contract with strong possibilities for renewal or extension if we´re all happy.
* Based in Quito, Ecuador.

**Expressions of interest**

Send us your resume, a cover letter and a writing sample to [accounts@canopybridge.com](mailto:accounts@canopybridge.com) with the subject line “Communications Associate.” We can´t promise to get back to everyone and will reach out to select candidates for more information and interviews.