

Job Description: Communications and Sustainability Coordinator

About Rayleigh Solar Tech

Rayleigh Solar Tech (Rayleigh) is a Halifax, Nova Scotia based Startup that is commercializing perovskite solar cells, a promising new technology that has comparable efficiency to silicon-based and is inexpensive to manufacture. Perovskite solar cells can be manufactured to be flexible and semi-transparent. Rayleigh is currently in the process of scaling up from benchtop to large-scale manufacturing.

Role Summary

The Communications and Sustainability Coordinator oversees all of Rayleigh's communications and marketing activities. They are also responsible for overseeing the implementation of Rayleigh's Environmental Social and Governance (ESG) strategy.

Responsibilities

Communications (50%)

- Oversee Rayleigh's social media strategy
- Draft, post, and monitor content for the company LinkedIn page
- Assist with grant applications
- Conduct media relations activities
- Assist with communications activities to support industry partnerships
- Create visual, photo, video and audio content as needed
- Maintain Rayleigh's website (WordPress) including copywriting.
- Provide communications and writing support to the Rayleigh team
- Assist with investor relations as needed

Sustainability (50%)

- Oversee Rayleigh's ESG strategy and ensure ESG activities remain on schedule
- Work with management to implement action items outlined in the ESG Strategy
- Lead Rayleigh's sustainability committee
- Write copy for Rayleigh's Employee manual and Safety manual
- Assist with new employee onboarding
- Coordinate job postings and implement blind resume screening for candidates
- Track professional development activities for the Rayleigh team
- Seek out and implement diversity training opportunities for the Rayleigh team
- Assist with Atlantic Immigration Program documentation
- Create safety signage for Rayleigh's manufacturing facility as needed
- Other duties as needed

Qualifications

- Diploma in public relations, communications, or marketing

Rayleigh Solar Tech Inc.

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rayleighsolartech.com



- Ability to work in a fast-paced environment with rapidly changing priorities
- Strong written and verbal communication skills
- Experience with photography, video editing, and desktop publishing
- Experience with WordPress is an asset

Why work with us?

Rayleigh is pleased to offer a number of benefits including:

- Health and dental insurance
- Paid vacation
- Free parking and ample bike parking on-site
- A supportive work environment