

Investor Relations and Communications Associate

Equinox Gold is a growth-focused Canadian mining company operating entirely in the Americas with seven operating gold mines, construction underway at an eighth site and a clear path to achieve one million ounces of annual gold production from a pipeline of development and expansion projects. To achieve its growth objectives, Equinox Gold needs top quality people who want to be part of a dynamic, hard-working team that is committed to operating to the highest standards.

Job summary:

Equinox Gold is looking for an Investor Relations and Communications Associate. Reporting to the VP Investor Relations, this team member will provide key support in developing and implementing the Company's investor relations, marketing and communications strategy, and will support the communications needs of other departments (sustainability, finance, legal, HR, C-suite) as required. This is the perfect role for someone who wants to take on additional responsibility as they learn more about investor relations and mining.

The position is located in the Vancouver corporate office, although working from home is recommended until COVID-19 restrictions are lifted. If you are unable to work from home, office space is available. This position can accommodate flexible work hours.

As our Investor Relations and Communications Associate, your primary responsibilities would include:

- Marketing
 - Manage IR calendar
 - Coordinate conferences
 - Coordinate investor targeting and meeting invites
 - Assist with brand and marketing strategies
 - Manage logistics for analyst days and site tours
- Shareholder communications
 - Keep website up to date
 - Monitor IR inbox and respond to general queries
 - Maintain shareholder database and meetings list
 - Manage press release dissemination process
 - Update presentation decks, assist with new branding and graphics
- Social media
 - Manage general updates
 - Plan and implement targeted campaigns
- Market intelligence
 - Monitor industry and peer news
 - Monitor media coverage, chat rooms, blogs and social media
- Board reporting
 - Collate and format department submissions for Board meetings
 - Collect and format quarterly IR data
- General duties
 - Assist with C-suite, internal and site communications as required
 - Copy edit continuous disclosure documents
 - Manage photo / video database

You will possess the following experience and skill set:

- Experience in a similar role preferred – will consider a post-secondary graduate in marketing, public relations or communications who shows drive and a willingness to learn
- Fluent in English, fluency in Spanish and/or Portuguese an asset
- Excellent writing and editing skills
- Excellent knowledge of PowerPoint and Word, strong Excel skills an asset
- Excellent organization and communication skills
- Graphic design skills an asset (primarily InDesign, Illustrator, PhotoShop)
- Keen attention to detail
- Ability to work effectively under pressure
- Self starter with strong time management and prioritization skills
- Ability to work flexible hours as required to meet unexpected deadlines
- Adherence to confidentiality obligations
- Team player with a “sure, I can do that” attitude
- Creative, excited to contribute new ideas for marketing and branding
- Motivated to learn new skills and take on more responsibility

To apply, send your resumé to Equinox Gold at careers@equinoxgold.com by May 14, 2021. Please include “IR job posting” in the subject line of your email.