

## Investor Relations Coordinator

**About Us:** i-80 Gold Corp. is a mining company with a goal of achieving mid-tier gold producer status through the development of four new open pit and underground mining operations in Nevada. Our corporate offices are located in Reno and Toronto.

The Company's primary goal is to build a self-sustaining, mid-tier, mining company with a peer-best growth platform by employing a methodical, capital disciplined and staged approach to minimize risk while also assessing and monitoring for accretive growth opportunities. For more information about i-80 Gold please visit our website: [www.i80gold.com](http://www.i80gold.com).

**Position:** **Investor Relations Coordinator**

We are hiring an Investor Relations Coordinator to play a key role in supporting the Company's investor relations (IR) and corporate communications activities in our Toronto Corporate office. This position is ideal for a highly organized, detail-oriented professional who is proactive and enjoys a fast-paced environment, has excellent communication skills, and is eager to learn the capital markets and mining landscape. The Investor Relations Coordinator will assist in the preparation of investor materials, including press releases, corporate presentations, and digital marketing, support quarterly reporting processes, maintain investor databases, coordinate events, and ensure consistent, timely communication with stakeholders, and manage administrative tasks related to travel and conferences.

**Location:** Toronto Corporate Office (Downtown Toronto at York/Adelaide)

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### Responsibilities:

#### Investor Relations Support

- Assist in preparing and distributing investor-facing materials including presentations, news releases, and website updates.
- Support quarterly earnings processes: coordinate timelines, assist with drafting and formatting slides, proofread materials, and support webcast logistics.
- Maintain and update the investor relations CRM, distribution lists, and contact databases.
- Research and assess best practices related to investor relations/communications making recommendations to enhance department material according to latest industry standards.

#### Media Monitoring

- Monitor online media and investor chat rooms for coverage, rumors, and to ensure the accuracy of company information on external databases.
- Monitor company and peer news, industry trends, to support and competitive disclosure.

#### Communications & Content Development

- Assist with drafting and editing investor communications including website content, conference materials, and briefing notes.
- Ensure messaging is consistent across all communication channels.
- Support social media content development related to investor communications and company events.

#### Event Coordination

- Support planning and execution of conferences, marketing roadshows, quarterly earnings, investor days, and site visits.
- Support logistics management such as scheduling, travel coordination including flights and hotels, and material distribution.

**Internal Support**

- Support various department administrative tasks, such as budgeting, credit card and supplier invoicing
- Support ad hoc requests from senior leadership, including the C-suite and other members of senior management.
- Other duties as assigned

**Qualifications:**

- Bachelor's degree in Business, Finance, Communications, Economics, or related field.
- 1–3 years of experience in investor relations, finance, communications, or corporate affairs
- Strong written and verbal communication skills with meticulous attention to detail.
- High proficiency with PowerPoint, Excel, Word; familiarity with CRM/IR software an asset.
- Ability to manage multiple deadlines and operate in a fast-paced environment with competing priorities.
- Professional presence and comfort interacting with senior executives and external stakeholders.
- Ability to work flexible hours during busy periods (e.g. quarter-end)
- Experience in mining, natural resources, industrials, or capital markets is preferred.
- Familiarity with public company disclosure requirements, earnings cycles, and investor communications best practices is preferred
- Knowledge of digital platforms (e.g. social media analytics, Canva).
- Strong analytical skills and ability to interpret financial and operational information is preferred.

**Key Attributes:**

- Highly organized, proactive, and resourceful.
- Self-motivated and resourceful, consistently striving to deliver best-in-class outcomes.
- Strong sense of ownership and accountability.
- Discreet with confidential information.
- Collaborative team player with a positive, solutions-oriented mindset.
- Eagerness to learn and grow within the investor relations profession.

**How to Apply:**

Please refer to our Careers page at [i80gold.com/careers](http://i80gold.com/careers) to submit your resume.

**\*\*Only those selected for an interview will be contacted. We thank you for your interest.**