



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

SUMMER EMPLOYMENT OPPORTUNITY

POSITION: Communications and Outreach Assistant (dependent on confirmation of funding)

DUTIES:

- Draft social media content on behalf of LTC for the summer/fall seasons, and based on updates required for current programming.
- Assist with the Lower Trent Conservation website re-design, including gathering feedback from staff and the public, making recommendations for improvements, and implementing website updates.
- Assist with occasional and virtual youth environmental education activities including the Tri-County Children's Water Festival, virtual classroom visits, outdoor programming, etc.
- Communicate effectively and courteously with community members.
- Research and report on topical scientific issues.
- Process and enter collected data.
- Assist with the marketing and promotion of LTC programs & services including publications, website, and social media.

QUALIFICATIONS:

- Undertaking or completed post-secondary education in journalism, marketing and communications, and/or environmental studies (geography, biology, ecology) or outdoor recreation.
- Experience researching and developing social media and/or website content.
- Creative, organized, and able to work independently, including working at home as required.
- Strong verbal and written communication skills.
- Photography, graphic design, social media/website development skills.
- Proficient computer skills including Microsoft Office, Adobe Illustrator/InDesign/Photoshop, etc.
- Valid driver's license within the Province of Ontario and held in good standing.
- *To be eligible, you must be between 15 and 30 years of age at the start of the employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment (international students are not eligible); and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*

CONDITIONS OF EMPLOYMENT:

- Duration: 16 weeks
- Start date: April 26, 2021
- Hourly rate: \$14.25/hour
- Hours of work: 40 hours/week

Note: duration & start date is tentative and dependent on availability of funding

HOW TO APPLY:

Email your cover letter and resume clearly marked "Communications and Outreach Assistant" by February 26, 2021 at 4:00pm local time to:

Email: information@LTC.on.ca

Attention: Jenn McCallum, Environmental Education Technician

Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, ON K8V 5P4

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

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