



SUMMER EMPLOYMENT OPPORTUNITY

POSITION: Education & Outreach Assistant (1 position) – Pending confirmation of funding

DUTIES:

- Assist with various special events including Seymour Family Fishing Day, 2017 Outdoor Series, Hastings County Plowing Match, etc.
- Assist with youth environmental education activities including the Tri-County Water Festival, summer day camp presentations, etc.
- Assist with the marketing and promotion of Lower Trent Conservation programs & services including updating photo collection, publications, website, and social media

QUALIFICATIONS:

- Post-secondary background in environmental studies (geography, biology, ecology) or outdoor recreation
- Experience working with children and the general public
- Creative, organized and able to work independently
- 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.
- Must be between the ages of 15 and 30 and a full-time student returning to school in September
- Valid driver's license within the Province of Ontario

CONDITIONS OF EMPLOYMENT:

- duration: 14 weeks
- start date: May 23
- hourly rate: \$12.50/hour
- hours of work: 40 hours/week – variable hours with some weekends

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

HOW TO APPLY:

Forward your cover letter and resume (email preferred) clearly marked "Education & outreach Assistant" by March 31, 2017 at 4:00pm local time to:

Lower Trent Conservation

Attention: Marilyn Bucholtz, Communications & Outreach Coordinator

714 Murray Street, Trenton, ON K8V 5P4

Fax: (613) 394-5226

Email: information@ltc.on.ca

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*.