



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

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

Registered Charitable Organization No. 107646598RR0001

Environmental Education Technician

Job Description

Contract Temporary, Full-time Position

GENERAL DESCRIPTION:

Reporting to the Manager, Community Outreach and Special Projects, the Environmental Education Technician is responsible for development and delivery of source protection education and outreach, natural hazards education and LTC's youth education programs. The position is responsible for participating in fundraising activities and initiatives directed toward children's education programs.

KEY DUTIES:

1. Implement a Source Protection Education and Outreach Program, on behalf of local municipalities, to educate businesses and residents that are or could be engaged in activities that are significant drinking water threats.
2. Develop and implement an education and outreach program related to natural hazards, including but not limited to: flooding, erosion, drought, spring water awareness, wetlands.
3. Coordinate and deliver the Youth Education programs including the Tri-County Children's Water Festival.
4. Make presentations and provide hands on activities to day camps, youth groups and schools.
5. Liaise with program sponsors, area schools, and program partners.
6. Participate in various education and outreach events and volunteer activities in the watershed as sponsored and/or approved by LTC.
7. Assist the Communications Specialist with fundraising activities associated with education and outreach initiatives.
8. Assist with reporting on deliverables and expenditure of funding received for education and outreach initiatives.
9. Undertake other related duties as required, and as assigned by the Manager, Community Outreach and Special Projects and/or CAO.

QUALIFICATIONS:

- Successful completion of a post-secondary program in environmental studies, education or a related discipline.
- Minimum three years' work experience in an environmental field.
- Strong communications, writing, and presentation skills, including the ability to communicate scientific and technical information to both technical and non-technical audiences.
- Experience coordinating youth education programs.
- Experience in coordinating education and outreach events for public and stakeholders.
- Experience in organizational fundraising.
- Computer literacy and proficiency using word processing, spreadsheets, database, graphic design software, and presentation software.
- Excellent time management skills and ability to anticipate, recognize, and adhere to deadlines.
- Ability to take initiative and work independently, as well as in a team.
- Positive and professional personal deportment.
- Valid Ontario Class "G" driver's license and a good driving record.
- Ability to work outside regular business hours, as required.

CONDITIONS OF EMPLOYMENT:

- Contract position - January 9, 2023 – December 29, 2023 with possibility of extension
- 40 hours/week
- Annual Salary Range (under review) \$56,352 - \$65,328

COME WORK WITH US!

- *We offer competitive wages, a comprehensive employee benefits program and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *Flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We value the professional development and wellness of our employees.*
- *You'll have free access to most of the province's conservation areas.*

HOW TO APPLY:

Email your cover letter (please specify where you learned of the job opportunity) clearly marked "Environmental Education Technician", along with your resume by Friday, November 25, 2022 at 4pm to:

Email: information@LTC.on.ca

Attention: Anne Anderson, Manager, Community Outreach and Special Projects

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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