



# LOWER TRENT CONSERVATION

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

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Registered Charitable Organization No. 107646598RR0001

## SUMMER EMPLOYMENT OPPORTUNITY

**POSITION:** Communications and Education Assistant

### GENERAL DESCRIPTION:

The Communications and Education Assistant reports to the Communications Specialist and the Environmental Education Technician. This position will assist with the various Lower Trent Conservation communication, environmental education and stewardship outreach activities. This position is a seasonal contract (~May through August) with 40 hours per week with possibility of evening or weekend scheduled hours.

### KEY DUTIES:

1. Assist with youth environmental education activities including the Tri-County Children's Water Festival, school visits, summer camps, community events, outdoor programming, etc.
2. Communicate effectively and courteously with community members, promoting good public relations and an enjoyable customer experience.
3. Draft social media content on behalf of Lower Trent Conservation for the summer and fall seasons, and based on updates required for current programming.
4. Assist with the marketing and promotion of Lower Trent Conservation programs and services including publications, website, and social media.
5. Capture engaging photographs and short videos at events and programs for communications purposes, as needed.
6. Assist in development of educational programs.
7. Research and report on topical scientific issues.
8. Process and enter collected data.
9. Undertake other related duties as required.

### QUALIFICATIONS:

- Currently enrolled or completed post-secondary background in environmental studies (geography, biology, ecology), journalism, marketing and communications, and/or outdoor recreation.
- Work or volunteer experience as a camp councillor, nature interpreter, educator, mentor, coach, or science demonstrator considered an asset.
- Experience researching and developing social media and/or website content.
- Creative, organized, self-motivated, and able to work independently and ask questions for help as needed.
- Strong verbal and written communication skills.

- Photography, graphic design, social media/website development skills considered an asset.
- Proficient computer skills including Microsoft Office, CANVA, Adobe Illustrator/InDesign/Photoshop, etc.
- Ability to work outdoors under various environmental (weather and uneven terrain) conditions occasionally.
- Ability to stand, sit, walk for long periods of time and lift, carry or otherwise move (~22 kg).
- Valid driver’s license within the Province of Ontario and held in good standing.
- To be eligible for this position, candidates must meet the funding source (e.g. Canada Summer Jobs) criteria.

**CONDITIONS OF EMPLOYMENT:**

- Duration: 16 weeks
- Hourly rate: \$18.50/hour
- To be eligible, you must be between 15 and 30 years of age at the beginning of the employment period; 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; 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.
- Hours of work: 40 hours per week
- Proposed start date: May 5, 2025

**COME WORK WITH US!**

- *We offer competitive wages and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *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 and resume clearly marked “Communications and Education Assistant” (a single Word or PDF file preferred) by February 7, 2025 at 4:00pm local time to:

Email: [information@LTC.on.ca](mailto:information@LTC.on.ca)

Attention: Nicholas Reynolds, Environmental Education Technician

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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*.

“working with local communities to protect our natural environment”



Member of Conservation Ontario  
Representing Ontario’s 36 Conservation Authorities