



**SOUTH NATION
CONSERVATION
DE LA NATION SUD**



Tel: (613) 984-2948 • Fax: (613) 984-2872 • Toll Free: 1-877-984-2948 • 38 rue Victoria Street, Finch, ON K0C 1K0 • www.nation.on.ca

COMMUNICATIONS ASSISTANT (1 Position)

Employment Period: Spring – August 2010
Compensation: To Be Determined
35 Hour Week – Monday to Friday
Occasional Weekend and Evening

JOB DUTIES:

This position requires a working knowledge of Communications functions, and knowledge of public relations and promotional principles and techniques.

GENERAL ELIGIBILITY REQUIREMENTS:

- Experience with computers and Microsoft Office programs
- Excellent organizational and interpersonal skills
- Valid Ontario Driver’s License (vehicle abstract required)
- Previous office experience is an asset
- Bilingualism (French/English) is an asset

SUMMARY OF MAJOR TASKS:

- Support and monitor communication strategies to promote the corporate objectives, programs and events of the Authority as required.
- Support communications and marketing activities to enhance awareness and support from the media, government, corporate sectors, special interest groups and the public.
- Support and assist in implementing the promotion of special event activities to enlist public support and involvement, including official openings, ceremonies, corporate events, tours and set-up and manning of information displays.
- Prepare reports, take minutes and attend meetings of the Communications Committee.
- Foster and maintain good relations with staff and representatives of the Authority.
- Other duties as assigned by the supervisor.
- All duties must be performed in accordance with SNC Safety Policy and Procedures, as well as the Occupational Health and Safety Act and Regulations.

LOCATION: The South Nation Conservation office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

Forward Resumes by April 1st, 2010 to:
38 Victoria Street, Finch, ON K0C 1K0

Please quote ‘**Communications Assistant**’ in the subject line. Resumes submitted via email must be in Word or pdf format. Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted.

Our Local Environment. We're in it Together.  Notre environnement. Nous le partageons.

