



**SOUTH NATION  
CONSERVATION  
DE LA NATION SUD**



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**ASSISTANT:** Communications Department, Historical Archives Project (**1 Position**)

Employment Period: Spring – August 2011  
Compensation: To Be Determined  
35 Hour Week – Monday to Friday  
Occasional Weekends and Evenings

**JOB DUTIES:**

This position requires a working knowledge of: Communications; public relations; and marketing. Previous experience organizing, filing, and archiving historical documents is an asset

**GENERAL ELIGIBILITY REQUIREMENTS:**

- Experience with computers and Microsoft Office programs (experience with graphic design software is an asset)
- 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 initiatives 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 and Coyne Archives Committees.
- Assist in organizing, filing, and implementing the historical archives of the Authority.
- 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 15<sup>th</sup>, 2011 to:**

Angela Coleman, Director of Communications & Marketing ([acoleman@nation.on.ca](mailto:acoleman@nation.on.ca))  
PO Box 29, 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.*

