

# Communication and Outreach Student

Ottawa





North Grenville







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### WHAT YOU OFFER:

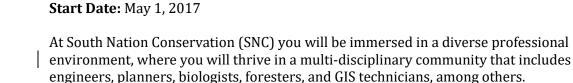
- Attending college or university; studying environmental, public relations, marketing or related field.
- Previous experience with environmental projects is an asset.
- Experience with computers and Microsoft Office programs (experience with graphic design software and/or Drupal 7 is an asset).
- Excellent organizational and interpersonal skills.

This position reports to the Director, Organization Effectiveness.

- Previous office experience is an asset.
- Bilingualism (French/English) is an asset.
- Valid Class "G" Ontario Driver's License.

#### LOCATION:

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.



Hours: Monday-Friday (8:00 a.m.-4:00 p.m.)

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.

The incumbent will work in a multi-disciplinary team environment. Responsibilities include assisting with the completion of activities concerning the Authority's communications and outreach requirements. The Communication and Outreach Assistant is responsible for a variety of communication, marketing and education tasks in multiple areas of the Authority.

## POSITION DETAILS:

Full time, Finch, Ontario

Salary Range: TBD

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



#### SUBMISSION INFORMATION:

Forward resumes and a writing sample by 8am on February 3<sup>rd</sup>, 2017 to:

Hannah Jackson Accounting Analyst, Corporate Services hjackson@nation.on.ca

Please quote '*Communications and Outreach Student*' in the subject line. Submitted resumes 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. This position is funding dependent, the number of positions will be dependent on the amount of funding received.