



Communications and Outreach Student

Full time, Finch, Ontario

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

Salary Range: To Be Determined

Start Date: May 4, 2020

At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

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.

POSITION DETAILS:

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. Responsibilities include for a variety of communication, marketing and education tasks in multiple areas of the Authority. This position reports to the Director, Organization Effectiveness.

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.
- Previous office experience is an asset.
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class "G" Driver's License.

WHAT WE OFFER:

- You will join an organization with over 70 years of history.
- You will have the opportunity to work with a solutions-focused team and develop your skills.
- You will work for an organization that places tremendous value on the professional and personal development its employees.



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LOCATION:

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

SUBMISSION INFORMATION:

Forward resumes, a writing sample and references by 8:00 am on January 31, 2020 to:

Hannah McMillan
Accounting Analyst, Corporate Services
hmcmillan@nation.on.ca

Please quote '*Communications and Outreach Student*' in the subject line. Submitted resumes must be in Word or pdf format.

All applicants must meet the eligibility criteria imposed by the funding agency,
<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>.

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.

SCHEDULE “A”

Job Stream: Corporate and Community Services

Position: **Communications and Outreach Student**

Employer: South Nation Conservation

Position Summary:

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Requirements:

- 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.
- Previous office experience is an asset.
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class “G” Driver's License.

Duties/Responsibilities:

Under the functional guidance of the Team Lead, Communications and Outreach, the incumbent will:

- Support and monitor communication initiatives to promote the corporate objectives, programs and events of the Authority as required.
- Support communications and outreach 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.
- Assist in organizing, filing, and implementing Authority projects.
- Foster and maintain good relations with staff and representatives of the Authority.
- Prepare information and reports for management, committees, and the Board as required.
- Comply with regulations in the SNC Personnel Policy and SNC Health and Safety Policy.
- Ensure all staff, contractors, volunteers and visitors (working with the individual) comply with SNC Health and Safety Policy.
- Maintain facilities in a neat and clean condition.
- Other duties as assigned.

Health and Safety:

The incumbent shall:

- Work in compliance with the provisions of the *Occupational Health and Safety Act* and regulations;
- Use or wear the equipment, protection devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- Report to his or her employer or supervisor any contravention of the *Occupational Health and Safety Act* or the regulations of the existence of any hazard of which he or she knows.