



Summer Employment Opportunity

Thames Talbot Land Trust (TTLT) invites applications for the Canada Summer Jobs Program position of ***Outreach and Communications Assistant.***

Position Title: Outreach and Communications Assistant

Reports to: Administrative Manager

Location: London, Ontario

Hours of work: 30 hours per week for 16 weeks, typically Monday to Thursday with occasional Friday, evening, and weekend work

Compensation: \$14/hour

Start Date: Between April 29th and May 21st 2019 (negotiable)

About Us:

TTLT's objective is to protect lands and waters of ecological, agricultural, and cultural value through a variety of mechanisms, such as: land acquisition, conservation easements, landscape restoration and education. TTLT currently stewards more than 600 ha (~1500 acres) of land in the City of London and in Perth, Middlesex and Elgin Counties. TTLT's mandate includes one of the most diverse and endangered ecosystems in the country, the Carolinian zone. This unique landscape contains 25% of Canada's population, but holds less than 1% of its land area. TTLT aims to play a pivotal role in conserving and restoring this diverse landscape.

Position Summary:

The Outreach and Communications Assistant will assist with TTLT special events, guided hikes, Mood Walks, field trips and classroom activities. As well, the Outreach and Communications Assistant will assist in the creation of communications and promotional materials.

Major Duties and Responsibilities:

- Assisting with all aspects of event planning including scheduling, bookings, venues, permits, and registrations
- Coordinating with various partners to determine dates, agendas, and activities
- Developing appropriate outreach activities and materials for diverse audiences, including different age groups and interests, to promote environmental and ecological learning
- Support the development of marketing materials, including event posters, brochures, programs, emails, and social media content
- Updating TTLT's website with news, events, and other relevant information
- Assisting "day of" at events including coordinating volunteers, leading groups or activities, answering questions

- Event evaluation including participant surveys, data entry, and providing recommendations for future events
- Researching appropriate community events for TTLT to attend
- Performing other similar and related activities as required
- Reporting project progress to the Administrative Manager in a timely manner

Experience, Abilities & Skills:

- Knowledge of the environmental sector
- Previous experience working with diverse audiences and coordinating events preferred
- Some experience in creating written material for the general public such as pamphlets, articles and fact sheets
- Experience developing content for blogs and/or posts to social media channels
- Ability to think creatively and develop fresh ideas
- Excellent oral communication skills and enthusiasm working with diverse audiences
- Good organization skills
- Good writing and communication skills, and ability to develop and maintain good working relationships with staff, volunteers and community partners
- Basic First Aid training and WHMIS certification would be assets

Eligibility:

- Participant must be between 18 and 30 years of age (inclusive) at the start of employment
- Participant must be legally entitled to work in Canada
- Participant must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred

Please note this position, including the start date and duration of employment, is dependent upon funding.

Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation. We request that applicants please communicate specific needs to facilitate planning.

Please email your application to ashley.turner@ttl.ca by April 7th.

- Please combine your cover letter and resume into a single PDF
- The name of the PDF should be your name
- The subject of the email should be “Outreach and Communications Assistant”

We thank all applicants for their interest however, only those selected for an interview will be contacted. Special thanks to the Government of Canada and the Canada Summer Jobs program for making these positions possible.