



Summer Employment Opportunity

Thames Talbot Land Trust (TTLT) invites applications for the Canada Summer Jobs program position of Communications Specialist.

Position Title:	Communications Specialist
Reports to:	Director, Operations and Engagement
Location:	Hybrid – London, Ontario office and some remote work
Hours of work:	30 hours per week, typically Monday to Thursday with occasional Friday, evening, and weekend work
Term:	Contract position for 8 - 16 weeks (depending on funding)
Compensation:	\$18.60/hour
Start Date:	April 27 th , 2025 (negotiable)

About Thames Talbot Land Trust:

Thames Talbot Land Trust (TTLT) is an environmental charity with a mission to protect, restore, and nurture nature within Elgin, Middlesex, Oxford and Perth counties and the City of London. Established in 2000, TTLT has built a dedicated network of staff, volunteers, and community partners who work together to conserve important natural and agricultural lands and inspire a connection to nature at the local level.

TTLT permanently protects more than 2,600 acres of land across 32 sites (and counting), which are home to more than 100 species at risk. As one of the first land trusts to receive the Conservation Excellence Award from the Centre for Land Conservation, we are committed to striving towards a greener future for all living beings.

Working with TTLT means flexible working hours, an office located where you can enjoy nature on your breaks, and a close-knit team of passionate people to work with. We are committed to equity and diversity and aim to ensure that people from all walks of life are welcome, safe, included, and valued in all aspects of our work.

Position Summary:

The Communications Specialist will engage different audiences in nature conservation through a variety of communications and outreach initiatives. The position provides the opportunity to build skills and gain experience in creating content and graphics for communications, coordinating and assisting with events, and data management, as well as professional development opportunities where applicable. Work will be done primarily at the TTLT office with some work-from-home days, and event locations.

Key Responsibilities:

- Creating graphics for social media, eblasts, website, and other communications
- Planning and creating content and materials for social media, eblasts, and website communications
- Assisting with the planning, coordination, implementation, tracking, and evaluation of events and programs, both online and in-person for audiences ranging from youth to seniors
- Supporting the development of digital and print marketing and communications materials such as posters, brochures, event programs, videos, emails, newsletters, mail outs, etc.
- Tracking, gathering, importing, and analyzing a variety of data
- Assisting with maintaining and creating community partnerships
- General filing and organizational tasks for digital and print materials

Experience, Abilities & Skills:**Must have:**

- Excellent written/oral communication, organization, attention to detail, and time management skills
- Some experience in graphic design and graphic designing software such as Canva
- Some experience in writing and creating communications for the general public such as newsletters, fact sheets, and infographics
- Some experience developing content for social media and/or blog posts
- Experience and enthusiasm for working with diverse audiences and coordinating events
- Ability to think creatively and generate new ideas
- Ability to develop and maintain good working relationships with staff, volunteers, and community partners
- Ability to manage multiple projects and prioritize work
- Ability to work collaboratively and engage people in a positive manner
- A commitment to anti-racism and supporting accessibility and inclusivity through all aspects of your work
- Interest in nature protection and/or environmentalism

Assets

- Access to a laptop/computer for this position
- Experience with MetaBusiness
- Experience in creating marketing and fundraising communications
- Experience in video creation and editing
- Engagement experience with diverse communities and audiences
- G Driver's license and/or access to a reliable vehicle

Eligibility:

Participants must:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and have a valid Social

Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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

We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, diverse sexual and gender identities, and physical or mental abilities. As well, accommodation will be provided in the hiring process where possible. We request that applicants please communicate specific needs to facilitate planning.

How to apply:

- Please submit your application through the submission link [here](#) by 11:59 PM (EST) on April 6th, 2026.
- Applications will be assessed on an ongoing basis according to the experiences, skills, and abilities listed above. Your application can be in any format that you feel best demonstrates how you meet these criteria.
- Link for application submission: <https://airtable.com/appoBqAn6tayFxDz/pageRq5KeXeSohLcc/form>

We would like to thank all applicants for their interest, however, only those selected for an interview will be contacted.