

EMPLOYMENT OPPORTUNITY

Communications Assistant

GENERAL JOB DESCRIPTION

The North Bay-Mattawa Conservation Authority provides leadership in balancing human needs with the needs of the natural environment through watershed management. NBMCA undertakes a variety of communication and outreach strategies to educate and engage the community in wise use of our watershed resources.

We need a Communications Assistant with strong writing skills to assist with a variety of communications and outreach projects. Flexibility and team spirit are essential as you will be working with a variety of staff. You'll be undertaking a variety of tasks, including event planning, distribution of brochures, website updates, creating flyers, writing media releases and writing for other publications. This position would appeal to a post-secondary student pursuing a career in communications, web design, public relations, journalism, or marketing.

QUALIFICATIONS

- Possess excellent reading, writing and oral communications skills for print and digital media;
- Ability to research and write in a variety of styles (ie media release, web, newsletter, video scripts, reports, correspondence) for a variety of audiences;
- Ability to take quality photographs, suitable and appropriately formatted for social media and print
- Proficient computer skills essential including Microsoft applications. An understanding of Adobe Creative Suite software an asset;
- Self-motivated, a problem solver and have a positive attitude and interpersonal skills;
- Well-organized with general administrative, data base, file management with attention to accuracy
- Appreciation of environmental issues and the mandate of the North Bay-Mattawa Conservation Authority;
- Registered as a full-time student in the previous academic year and intending to return to school on a full time basis;
- Must be between the ages of 15 and 24 or up to 29 with a disability;
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.

SUMMARY OF TASKS

- Writing content for a variety of digital and print publications, presentations
- Assist in website and writing content
- Photographing events, sites and inventorying photographs
- Other duties as assigned

COMPENSATION \$14.00 hr (35 hour week) **JOB DURATION** May 7 to June 22, 2018

Candidates must submit their resume and cover letter no later than **Friday March 23, 2018 at 4:00pm** to:

Sue Buckle, Supervisor of Communications and Outreach,
North Bay-Mattawa Conservation Authority, 15 Janey Avenue, North Bay, Ontario P1C 1N1
Fax: (705) 474-9793 Email: jobs@nbmca.ca

Funding for this position is provided through Employment Ontario's Youth Employment Fund.

We thank all applicants for their interest; however only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.