



## **Outreach, Communications and Citizen Science Assistant** **(seasonal/contract)**

### **SSEA Overview:**

The Severn Sound Environmental Association (SSEA) is a community success story. At the SSEA, we are committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships. The SSEA is a Joint Municipal Service Board under the Municipal Act that serves eight municipalities in the Severn Sound watershed area ([www.severnsound.ca](http://www.severnsound.ca)).

The SSEA is seeking a motivated individual to help expand public awareness of watershed health and local ecosystem stressors and assist with the implementation and development of citizen science programs in the SSEA watershed.

### **Position Overview:**

Severn Sound Environmental Association is seeking applications for **one (1) Outreach, Communications and Citizen Science Assistant**. The position offers a 35-hour work week with some evenings and weekends, between a period of **May 11, 2020** and **August 28, 2020 (16 weeks)**. **Position and term is dependent on funding approval.**

**Status:** Seasonal (Contract)

**Wage:** \$14.50 per hour, 35-hours per week.

### **Main Responsibilities:**

- Support planning, implementation and delivery of SSEA public involvement and environmental education programs to a variety of age groups
- Assist with the development, design and circulation of clear and compelling communication, education and outreach materials (ex. fact sheets, website and social media content, annual reports, articles, newsletters, media releases, etc.)
- Attend and represent the SSEA at community events, such as community fairs or landowner workshops
- Seek opportunities to create awareness for and promote SSEA programs and projects, including liaising with community groups, organizations and municipalities
- Assist in planning of SSEA events, including the annual Open House
- Assist with the development and delivery of SSEA's Citizen Science projects
- Assist with volunteer recruitment and facilitating meetings, events and training sessions for community partners and volunteers
- Assist in data management and reporting for SSEA's Citizen Science Programs
- Assist with file management in the SSEA office by archiving and organizing photos, data entry, graphing, and organizing records
- Provide assistance with other SSEA programs as needed

### **Qualifications and Key Skills:**

- Post-secondary education in public relations, marketing, communications, digital communications, or a related field, OR education in environmental science technology/studies with experience in education and outreach
- Demonstrated knowledge and experience related to education, outreach and communications, particularly in the environmental field
- Strong, engaging writer and oral communicator with solid editing skills and experience conveying information to the public
- Detail-oriented with strong organizational skills and the ability to multi-task
- Experience in social media and media relations, with excellent computer skills and proficiency with Microsoft Office and graphics software
- Ability to work independently and as part of a team, to work collaboratively with SSEA staff and volunteers
- Reliable and willing to work a flexible schedule (overtime, evenings, and weekends) as required
- Possess a valid Class G Ontario driver's licence with a clean driver's abstract and access to a reliable vehicle
- Bilingual (French and English) is an asset

SSEA offers comprehensive health and safety training.

### **Submission Information:**

Qualified candidates are invited to submit a resume and cover letter demonstrating how you meet the position requirements. Resumes and cover letters submitted via email must be in word or PDF format and include "**Outreach, Communications and Citizen Science Assistant (seasonal/contract)**" in the subject line.

Resumes and cover letters should be emailed or delivered by **4:30 pm on Friday, March 27<sup>th</sup>, 2020** and be clearly marked to:

Human Resources  
Severn Sound Environmental Association  
489 Finlayson St  
PO Box 460  
Port McNicoll ON L0K 1R0  
Email: [sseainfo@SevernSound.ca](mailto:sseainfo@SevernSound.ca)

We thank all applicants for your interest in the Severn Sound Environmental Association. **Only those candidates selected for an interview will be contacted.**

*The Severn Sound Environmental Association is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially. Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.*