



Environmental Communications and Outreach Assistant **(Communication Officer) – 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).

The SSEA is seeking an eager, motivated individual to join our talented, enthusiastic team to assist with communication and outreach to help educate the community on the local environment and support the organisation.

Position Overview:

One (1) Environmental Communications and Outreach Assistant. This position, based in Port McNicoll Ontario, offers a 35-hour work week, with some evenings and weekends required with time off in lieu, between the period of **May 6th, 2024, and July 1st, 2024 (8 weeks) with the possibility of extension. Position, wage and term are dependent on funding approval.**

Status: Contract

Wage: \$16.80 per hour, 35-hours per week.

Main Responsibilities:

- Develop and design clear and compelling communication, education and outreach materials (videos, fact sheets, website and social media content, annual reports, presentations, articles, newsletters, media releases, etc.).
- Assist with optimizing social media communications.
- Attend community events to engage with the community on environmental issues.
- Foster awareness and community support for environmental initiatives through education and outreach with the public, including attending community events, facilitating educational workshops and communications on social media platforms.
- Review SSEA's website and assist with enhancements and updates.
- Help brainstorm and implement new strategies aimed at building community awareness about the work of the Severn Sound Environmental Association.
- Participate in weekly meetings and write a final report, summarizing project activities and accomplishments.
- Perform other duties as required to support SSEA operations.

Qualifications and Key Skills:

- Has or is working towards a post-secondary degree or diploma in education, communications, marketing, environmental science, or a related field.
- Excellent computer skills, proficient in using design, video and web software, and Microsoft Office Suite including Excel, Word, and PowerPoint.
- Good analytical, data management, communication, and organizational skills.
- Ability to think creatively when problem solving.
- Ability to work independently and as part of a team, to work collaboratively.
- Reliable and willing to work a flexible schedule (overtime, evenings, and weekends).

- Strong interpersonal and communication skills (written and verbal) to present varied information in the appropriate form to a variety of audiences.
- Experience in identifying grant opportunities and supporting the submission, securement and reporting related to any successful funding proposals an asset.
- Self-motivation and ability to work independently and to take initiative on projects.
- Excellent judgement and decision-making skills.
- Valid Class G Ontario Driver's Licence
- **Must be 30 years of age or under as of contract start date**

Please be advised that the successful incumbent will be required to undergo a vulnerable sector and drivers abstract check.

In accordance with the SSEA COVID-19 Vaccination Policy, the successful candidate must meet the Province of Ontario's definition of COVID-19 "fully vaccinated" or provide proof of a Human Rights Code exemption prior to commencement of their employment.

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 "***Environmental Communications and Outreach Assistant***" in the subject line.

Resumes and cover letters should be submitted, preferably electronically, by **4:00 p.m. on Friday April 1st, 2024**, 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

We thank all applicants for your interest in the Severn Sound Environmental Association. **Only those candidates selected for an interview will be contacted.** For more information about our organization please visit www.severnsound.ca

The Severn Sound Environmental Association is dedicated to recognizing the dignity and worth of every person and to provide equal rights and opportunities without discrimination. We see diversity and inclusion as integral to our mission and key to ensuring the well-being of our employees and the clients that we serve.

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.