



## **Communication and Outreach Assistant (Education & Outreach Program Coordinator) – Contract/Seasonal**

**SSEA Overview:** The Severn Sound Environmental Association (SSEA) is a community success story. As a delisted Great Lakes Area of Concern, the SSEA is committed to leading and galvanizing action to protect the lands and waters of the Severn Sound area through sound science, collaboration, and partnerships. The SSEA is a Joint Municipal Service Board under the Municipal Act that proudly serves seven municipalities in the Severn Sound watershed area ([www.severnsound.ca](http://www.severnsound.ca)).

**Why join the SSEA:** As part of the SSEA Team you will have the opportunity to work in this beautiful watershed and make a positive impact on improving and protecting water quality and supporting a more resilient Severn Sound watershed. You will be part of a passionate expert team committed to keeping Severn Sound healthy for the next generation and beyond.

**What SSEA offers you:** The SSEA is proud to be an OMERS employer and is committed to being a diverse inclusive organization. This position is based 5 min from Georgian Bay in Port McNicoll Ontario within the heart of cottage country with amazing 4 season recreation opportunities. Apply to learn more!

### **Position Overview:**

*One (1) Communication and Outreach Assistant.* As a Communication and Outreach Assistant, you will play a crucial role in promoting environmental education by developing and implementing outreach strategies that raise awareness about environmental issues. You will create and distribute educational marketing materials, manage social media to engage the community, support events and workshops focused on environmental topics, and build partnerships with local organizations. Your efforts will help increase environmental knowledge and inspire community action towards sustainability. If you are proactive, creative, and passionate about community engagement and looking to develop your skills while contributing to environmental education and community outreach this position is for you.

**\*\*Position, start date, wage and term are dependent on funding approval.\*\***

**Start Date:** Between April 20<sup>th</sup> and May 10<sup>th</sup>, 2026

**End Date:** No later than August 29<sup>th</sup>, 2026

**Wage:** \$17.66/hr

**Employment Type:** Contact/Seasonal Full-time

**Hours of Work:** 35 hours per week with some hours required on weekends and evenings. (These hours are scheduled in advance whenever possible.)

**Work Location:** 489 Finlayson St., Port McNicoll

### **Key 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.
- Assist in writing and compiling the annual report for the organization
- Foster awareness and community support for environmental initiatives – public education and outreach, attend community events, facilitate workshops, social media communication.
- 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 & Key Skills:

- Has or working towards a post-secondary education in communication, environmental science, or a related field.
- Excellent computer skills, with strong experience in Microsoft Office Suite.
- Good analytical, verbal and written communication, and organizational skills.
- Experience with social media platforms (ex. Instagram and Facebook) and content creation.
- 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 skills and ability to communicate effectively with municipal staff, technical experts, media, and the public.
- Self-motivation and ability to work independently and to take initiative on projects.
- Excellent judgement and decision-making skills and innovative thinking.
- Ability to comfortably work outdoors in a variety of conditions
- Valid Class G Ontario Driver's Licence with a clean driver's abstract
- **Must be 30 years of age or under as of contract start date**

\*Note: Please be advised that the successful incumbent will be required to undergo a vulnerable sector and drivers abstract check. 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 PDF format and include "**Communication & Outreach Assistant**" in the subject line.

Resumes and cover letters should be submitted, preferably electronically, by **4:00 p.m. on March 8<sup>th</sup>**, 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.** For more information about our organization please visit [www.severnsound.ca](http://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.