



## **Education & Engagement Coordinator**

Work-from-home, must be based in the Windsor, ON area

start date June 7, 2021(negotiable)

11 weeks, 30 hours/week

\$16.00/hour

The Canadian Freshwater Alliance, a project on the MakeWay shared platform, works with organizations, community groups, governments and businesses to strengthen citizen engagement and participation in the protection of our lakes and rivers.

### **Position Summary:**

As part of the Freshwater Alliance team in the Lake Erie watershed, you will be responsible for working with and supporting community members and program partners to protect and celebrate Lake Erie, Lake St. Clair, and the Detroit River, primarily through digital engagement. You will assist with the design, promotion and delivery of events and activities that increase public awareness and environmental stewardship, and support volunteer engagement. Activities will be educational, engaging, and inspiring; and will bring different aspects of the community (citizens, youth, First Nations, businesses, community groups, etc.) together in their pride and commitment to these local waters.

Your responsibilities will be diverse, from assisting with planning, partnership development, outreach and marketing of events such as our annual Lake Erie Challenge, to supporting the volunteer Lake Erie Guardians with their water sampling and restoration efforts. Occasional travel within Windsor and area to collect/deliver supplies or document the work of volunteers may be necessary, therefore access to a vehicle would be helpful, though not absolutely necessary. All work and travel will respect public health guidelines in place at the time regarding COVID-19.

### **Responsibilities:**

- Coordinate and support activities that connect community members to Lake Erie, Lake St. Clair, and the Detroit River, and increase environmental stewardship:
  - Assist with organizing our annual Lake Erie Challenge, including administrative & logistical support, volunteer coordination, sponsorships, partnerships, and marketing and communications
  - Support the Lake Erie Guardians volunteers who will be conducting water sampling, and participating in stewardship and education activities.
- Support communications and marketing for outreach and educational purposes:



- Producing compelling social media posts with graphics, videos, infographics
  - Writing informative blog posts & coordinate e-newsletters
  - Assisting with research and development of education and training materials that support the efforts of community volunteers and business partners
- Support data management and administrative duties as necessary

### **Requirements:**

This position is funded through the Government of Canada's Canada Summer Jobs program. You must be between 15 and 30 years of age, and be legally entitled to work in Canada to apply. International students are not eligible. [Learn more.](#)

### **Qualifications:**

- General knowledge and interest in freshwater issues and health
- Strong oral and written communication skills
- Ability to plan and organize events and educational activities
- Strong interest in community outreach, including reaching out to businesses, and residents of the areas on issues of freshwater health
- Experience with community volunteerism, engagement and outreach activities
- Excellent interpersonal and teamwork skills
- Knowledge of basic computer programs, and ability to learn new software
- Digital design, photography and videography skills are assets

### **How to Apply:**

Please send your resume and cover letter to [raj@freshwateralliance.ca](mailto:raj@freshwateralliance.ca) and include "Windsor Coordinator" in the subject line. **The application deadline is May 19, 2021.**

**As a Project on MakeWay's shared platform, the selected candidate will be an employee of MakeWay. For more information about the Canadian Freshwater Alliance and MakeWay, please visit:**

[www.freshwateralliance.ca](http://www.freshwateralliance.ca) / [makeway.org/solutions/shared-platform/](http://makeway.org/solutions/shared-platform/)

*We are strongly committed to creating a diverse workplace environment. We are proud to be an equal opportunity employer. We will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities.*

*Our sincere appreciation to all those expressing an interest in the position, however, only those applicants invited for an interview will be contacted.*