



Summer Employment Opportunity

Thames Talbot Land Trust (TTLT) invites applications for the Canada Summer Jobs Program position of Education Outreach Program Coordinator.

Position Title: Education Outreach Program Coordinator

Reports to: Executive Director or designate

Location: London, Ontario

Hours of work: 30 hours per week for 8 - 16 weeks (depending on funding), typically Monday to Thursday with occasional Friday, evening, and weekend work

Compensation: \$14.25/hour

Start Date: May 25th, 2021 (negotiable)

About Us:

TTLT's mission is to protect, conserve, and restore nature within Elgin, Middlesex, Oxford and Perth counties, contributing to a stable climate, human wellbeing, and healthy habitats for all species. We manage a network of permanently protected nature reserves throughout this area, which includes part the Carolinian Zone, one of the most diverse and endangered ecosystems in the country. This unique landscape contains 25% of Canada's human population, but holds less than 1% of its land area. TTLT plays a crucial role in conserving and restoring this diverse landscape.

Position Summary:

The Education Outreach Program Coordinator is primarily responsible for developing outreach material and events, as well as assisting with volunteer engagement and social media communications. This is an opportunity to build your skills and experience in topics such as graphic design, communicating with multiple/diverse audiences, and using tools such as linktree, Hootsuite, and Canva. The Education Outreach Program Coordinator works primarily indoors and on a computer with minimal work outdoors. This position may need to work from home some or all of the time depending on COVID-19 restrictions.

Major Duties and Responsibilities:

- Assisting with planning, coordination, and implementation of outreach events including school field trips, volunteer events, and public educational and recreational events
- Developing materials for online engagement in lieu of regular events, such as webinars, online guides, videos, and website and social media content
- Volunteer engagement to keep supporters engaged from their homes, such as volunteer spotlights, newsletters, and blog posts
- Support the development of marketing materials including event posters, brochures, programs, videos, emails,

and social media content

- Event evaluation, including creating relevant surveys for events
- Assisting day-of at events, virtually and/or in-person

Experience, Abilities & Skills:

Must have:

- A love of nature and a passion for the environment
- Previous experience and enthusiasm for working with diverse audiences and coordinating events
- Some experience in creating written material for the general public such as pamphlets, articles and fact sheets
- Experience developing content for social media posts and/or blogs
- Excellent written/oral communication, organization, attention to detail, and time management skills
- Ability to think creatively and develop fresh ideas
- Ability to develop and maintain good working relationships with staff, volunteers, and community partners

Assets

- Ability to access a laptop/computer for this position
- Previous experience in marketing and promotions
- Experience creating and editing videos

Eligibility:

- Participant must be between 18 and 30 years of age (inclusive) at the start of employment
- Participant must be legally entitled to work in Canada
- Participant must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred

We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, diverse sexual and gender identities, and physical or mental abilities. As well, accommodation will be provided in all parts of the hiring process. We request that applicants please communicate specific needs to facilitate planning.

Please email your application to darby.alderson@ttl.ca by May 5th.

- Please combine your cover letter and resume into a single PDF
- The name of the PDF should be your name
- The subject of the email should be "Education Outreach Program Coordinator"

We would like to thank all applicants for their interest however, only those selected for an interview will be contacted.