



## *Communications Specialist*



### **Full time, Finch, Ontario**

**Hours:** Monday-Friday (8:00 a.m.-4:00 p.m.)

**Salary Range:** \$56,895.56 - \$72, 369.45

**Start Date:** Monday, June 4, 2018

**Duration:** One-year contract with a potential for full-time.

At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.

### **POSITION DETAILS:**

The incumbent will work in a multi-disciplinary team environment. Responsibilities include assisting with the completion of activities concerning the Authority's communications and outreach requirements. The Communication Specialist is responsible for a variety of communication, marketing and education tasks in multiple areas of the Authority. This position reports to the Director, Organization Effectiveness.

### **WHAT YOU OFFER:**

- College or University graduate in teaching, communications, marketing, natural resources or related discipline.
- Excellent organizational and interpersonal skills.
- Excellent verbal and written communication skills.
- Enthusiasm, determination and the ability to work independently.
- High proficiency with Microsoft Office programs (experience with web platforms like Drupal 7 is an asset), e-mail, social media content and database programs.
- Project implementation, attention to detail and ability to work within established timelines.
- Good understanding of legislation related to the management of Conservation Authority projects including but not limited to the Conservation Authorities Act.
- Previous office experience is an asset.
- Previous experience with graphic design software is an asset.
- Previous experience with environmental projects is an asset.
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class "G" Ontario Driver's License.

### **LOCATION:**

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.



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**CONSERVATION**  
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**SUBMISSION INFORMATION:**

Forward resumes, a writing sample and references by 8:00 am on Friday, May 4<sup>th</sup>, 2018 to:

Hannah Jackson  
Accounting Analyst, Corporate Services  
hjackson@nation.on.ca

Please quote '*Communications Specialist*' in the subject line. Submitted resumes must be in Word or pdf format.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted.