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Environmental Research and Digital Communications Technician

Watersheds Canada is a federally incorporated non-profit organization and registered Canadian charity committed to providing education programs in communities across the country to engage and help youth, community groups, and organizations to enhance and protect the health of lakes and rivers.

Since 2002, we have delivered (1) education programming and workshops; (2) freshwater stewardship programming, including shoreline naturalizations and assessments; and (3) communications grounded in science, including natural heritage planning and resource development. We reach over 15,000 people each year through strategic partnerships across Canada.

Watersheds Canada understands that in order to create the greatest impact, we must actively train, provide resources, and help others across Canada. We provide practical and proven ways to restore deteriorating shoreline conditions and improve water quality over the long-term. People will then have the ability to pass along that same expertise to others in their communities.

Job Title:

Environmental Research and Digital Communications Technician summer job (one position available)

Reports to:

Communications and Fundraising Coordinator

Position Location:

Remote, anywhere in Canada

Your Lakes. Your Rivers. Your Future.



Length of Contract:

16 weeks at 35 hours/week
June 14, 2021 – September 1, 2021, inclusive

Pay Scale:

\$14.25/hour

Position Details:

The successful applicant will contribute to the stewardship and outreach work at Watersheds Canada by working to raise landowner awareness of water stewardship principles and environmental impacts on lakes, rivers, and shorelines. The Technician is responsible for:

- creating digital outreach materials and resources (blogs, infographics, videos, etc.);
- education resource creation including scheduled social media posts;
- conducting program evaluations and subsequent reports;
- prepare copy for marketing and education materials;
- communicating with multiple/diverse audiences;
- promote our programs and engage new landowners through online communication channels (newsletters, blogs, articles, etc.);
- act as a spokesperson for the organization and our programs, the proponent and partners at online environmental events including Zoom events;
- assist with data entry, administration, and analysis, including gathering testimonials and evaluation data and documentation of activities and reporting;
- assist in the distribution of information packages and surveys;
- support other project components and staff as assigned by the management;
- track program results and communicate regularly with Communications and Fundraising Coordinator;
- grant research;
- research and compile data from scientific journals; and
- other duties as assigned.

This role will be crucial in providing resources and tools to shoreline property owners across Canada and giving them concrete steps to take local action for their freshwater. This position is strictly work from home; all local COVID-19 guidelines must be observed during your time of employment.



Qualification Requirements:

Canada Summer Jobs Funding Requirements:

- Must be between 15 and 30 years old at the start of employment
- Legally entitled to work in Canada
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Possess a valid Social Insurance Number at the start of employment

Experience:

None required, however preference will be given to those with some experience in the skills listed below.

Skills:

- Excellent English written and oral communication.
 - Experience with design and editing software (Canva, Photoshop, Premiere Pro, etc.).
 - Experience with developing online copy for a variety of audiences and stakeholders.
 - Access to own computer with reliable internet.
 - Ability to work online 8:30am-4:30pm EST with flexibility for working evening and weekend events as needed.
 - Proficient in Microsoft Office, Zoom, Google Suite, Adobe, various social media platforms, and Wordpress.
 - A demonstrated knowledge and passion of Canadian freshwater issues and protection.
 - Comfortable with public speaking and engagement of the public.
 - Proven multi-tasking skills in a fast-paced environment, completing projects within time constraints and with changing deadlines.
 - Ability to work both independently and in a team environment.
 - Proven high level of motivation and initiative.
 - High attention to detail for data entry and generating reports.
 - Ability to work independently. A self-motivator.
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- Previous grant-writing experience an asset.
 - Previous education program development and delivery (online and in-person) an asset.
 - Previous communications and education outreach experience an asset.
 - Written bilingualism (French) an asset.



Education

- Some College or University, with preference given to those with a specialization in Natural Resources Management, Environmental Studies/Science, Biology, Communications, or Education.

How to Apply:

Applicants should submit a 1-2 page resume and 1-page cover letter in one PDF document, as well as:

- 4-6 examples of published online communications pieces (digital media, graphic, or written); and
- 2 blog titles and a 2-3 sentence description for each that would be appropriate for Watersheds Canada's current mission and program delivery. Please include this information in your PDF document as a separate page.

Applications are due by Friday, May 10, 2021 to: info@watersheds.ca

Please put "Environmental Research and Digital Communications Technician Job application" as your email subject line. No phone calls. Only those selected for an interview will be contacted.

