



**Watersheds**  
C A N A D A

115-40 Sunset Blvd., Perth, ON K7H 2Y4

613.264.1244 info@watersheds.ca watersheds.ca

## **Education programs administrator Summer Student Position**

February 12, 2024

### **Job Title:**

Education programs administrator summer student (One Position Available; funding dependent)

### **Reports to:**

Communications and Fundraising Manager

### **Position Location:**

Online, with possibility for some in-person education programming

### **Length of Contract:**

TBD (depending on funding). Anticipated start date of May 6, 2024.

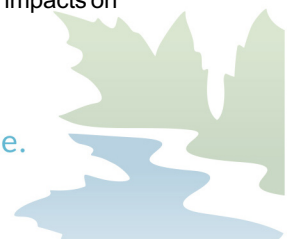
### **Pay Scale:**

\$16.95 /hr

### **Position Purpose:**

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

Your Lakes. Your Rivers. Your Future.



Canada's freshwater. Working with landowners, education institutions, businesses, and organizations, the Education program administrator student is responsible to assist in the delivery of Watersheds Canada's online outreach programming.

## Primary Responsibilities:

- Write compelling original content including blog posts, lesson plan creation, activity sheets, design work for reporting and infographics, press releases, newsletters, fact sheets, social media posts, and more.
- Assist with maintenance of social media and websites and preparing analytic reports.
- Perform media and fundraising research, identifying new media opportunities, press engagement, and business and fundraising partnership opportunities.
- Use NationBuilder to engage with existing contacts and add data as required.
- Conduct grant and donor prospect research and create outreach plan.
- Keep all lists up to date and work with staff to create content to engage individuals, businesses and foundations for financial support and project partnerships, including reports, letters of intent, and more.
- Use strong scientific research skills to conduct literature reviews.
- Help organize and deliver online workshops and presentations on our programs.
- Represent the project, the proponent, and partners at online and in-person environmental events.
- Promote our program and engage new stakeholders in shoreline education projects.
- Perform other duties assigned.

## Skills gained

- Client service
- Teamwork
- Communication
- Digital skills
- Leadership

## Additional Responsibilities:

- Support other project components and staff as assigned by the management
- Act as a spokesperson for the organization
- **Evening and weekend work is required**



# Qualification Requirements:

## Education

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

## Experience:

None required, however preference will be given to those with some experience in the conservation and/or non-profit sector(s).

## Skills:

- Excellent judgment and decision making skills
- Comfortable with public speaking and engagement of the public
- Excellent English written and oral communication
- Proven multi-tasking skills in a fast-paced environment, completing projects within time constraints
- Computer skills with proficiency in MS Word, MS Excel, Zoom, Google Suite, Facebook, Instagram, Twitter, YouTube, NationBuilder, and Adobe
- Ability to work both independently and in a team environment
- Proven high level of motivation and initiative
- Original content creation experience, such as lesson plans, handouts, video series, and social media posts
- High attention to detail for recording field data and generating reports
- Ability to complete projects on time, within tight deadlines, and with limited supervision
- Valid driver's license and access to a vehicle an asset

## Other:

- Valid driver's license and access to a vehicle an asset
- Able to work outside in all weather conditions
- Some physical work, therefore ability to carry up to 50lbs is an asset
- First-aid/CPR

## 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
- Watersheds Canada is committed to improving levels of diversity among our team. Applicants belonging to racialized groups, who identify as Indigenous, or who have differing abilities are invited to self-identify in their cover letter.

## How to Apply:

Applicants should submit a resume and cover letter to:  
[info@watersheds.ca](mailto:info@watersheds.ca). Applications will be accepted until the position is filled.

Please put "Education programs administrator job application" as your email subject line.

Please no phone calls. Only those selected for an interview will be contacted.

