

Position Title	Outreach Coordinator
Position Term	36-week contract, 15 hours/week, possibility for future extension
Compensation	\$15.55/hour
Apply By	Monday, April 5, 11:59pm
Preferred Start Date	April 12, 2010

Outreach Coordinator Objectives:

- Spread community awareness about the Coves Subwatershed ecosystem.
- Promote community involvement in FOTCSI activities.
- Promote the adoption of best management practices by landowners.

Outreach Coordinator Responsibilities:

- Make updates to the FOTCSI website, including writing news articles.
- Develop a tradeshow-style display for promotion of FOTCSI objectives/activities.
- Develop communications/outreach materials, such as letters, newsletters, media releases, brochures, and interpretive signs, as required.
- Assist in the coordination of an Earth Day community event and other events.
- Oversee administration of the FOTCSI membership.
- Develop and implement a membership recruitment strategy.
- Identify and enlist sponsors/funding organizations to support FOTCSI events/programs.

In your cover letter clearly outline how you meet the following qualifications:

Required Qualifications

- Undergraduate degree or college diploma in communications, marketing, fundraising, environmental science/studies or another relevant field.
- Excellent verbal communication skills as displayed through past experience delivering presentations to diverse audiences or otherwise interacting with the public on behalf of an organization/agency.
- Excellent written communication skills and/or graphic design skills as displayed through past experience developing communications and/or outreach materials (attach written and/or multimedia samples of your work).
- Working knowledge of the application of social marketing principles to influence conservation ethic and/or best management practices.
- Experience with event coordination, fundraising, and membership recruitment.
- Experience promoting sustainable behaviours and practices.
- Working experience with Microsoft Office Suite (Excel, Powerpoint, Word).
- Self-starter, trustworthy, reliable and able to work independently.
- Strong interest in and knowledge of local environmental issues.

Asset Qualifications

- Experience with publishing software, particularly Adobe Illustrator, In Design and Photoshop.
- Volunteer involvement in environmental stewardship, conservation and/or monitoring.
- Knowledge of local wildlife species.
- Passion for nature.