



Lower Thames Valley Conservation Authority Job Posting

Anticipated Start Date: June 4, 2018
Anticipated End Date: July 27, 2018
Salary: \$14.00 per hour for 8 weeks/30 hours per week

Must be 15 to 30 years of age
Student funding made possible through Canada Summer Jobs

POSITION TITLE: Species at Risk (SAR) Communications Assistant
CLASSIFICATION: Student Position, Temporary/Seasonal
POSITIONS SUPERVISED: None
IMMEDIATE SUPERVISOR: Species at Risk (SAR) Biologist
LOCATION: LTVCA Administration Building, 100 Thames Street, Chatham, ON

PURPOSE OF POSITION:

To develop communications materials related to aquatic (fish and mussel) and reptile species at risk threats and recovery actions to promote conservation of these species in the Lower Thames Valley Conservation Authority.

SPECIFIC RESPONSIBILITIES:

- The SAR Communications Assistant will develop a variety of communications materials (e.g. factsheets, posters, Facebook and Twitter posts etc.) to be used by the Lower Thames Valley Conservation Authority's developing Aquatic and/or Reptile SAR Programs. Topics may include proper salt management/use of alternatives to protect the environment while ensuring public safety, the role of host fish species in the life cycle of freshwater mussels and ways to reduce impacts or the vulnerability of snakes and turtles to road mortality.
- This work will include identifying target audience(s) and the best communication tools to engage them, drafting text based on research on threats to the SAR and solutions/mitigation measures as well as graphic design of the communication products.
- The student will have the opportunity to accompany staff in the field to obtain photographs to be used in the communications materials as well as to better understand the purpose of the materials they are working on and further diversify their experience (e.g. brief job shadowing opportunities).
- If time permits and opportunities arise, the student may also attend events to communicate key messages to target audiences.



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- The student will:
 - Wear proper safety equipment when required as per Conservation Authority Policies and the Occupational Health and Safety Act/Regulations
 - Be required to report all occurrences, concerns, hazards, maintenance jobs to the supervisor
 - Provide a safe environment by identifying potential hazard/risk management issues

QUALIFICATIONS:

Student must meet the following requirements:

- Canada summer Jobs requirements: be between 15 and 30 years of age at the start of the employment; have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and, be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- Be enrolled in a University or College level program in a related discipline (e.g. Graphic Design/Visual Design, Public Relations, Advertising/Marketing)
- Excellent document writing skills.
- Graphic layout skills an asset.
- Knowledge of the environment an asset.
- Ability to work in an outdoor environment from time to time an asset.
- Courteous, effective listener and comprehension skills, with the ability to work co-operatively with others and a desire to assist other staff when required to do so in other work areas
- Honest, enthusiastic and punctual.
- Valid Ontario Class G driver's license an asset.

Please send a resume and cover letter by May 29, 2018 noting this position to:

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, ON N7L 2Y8 or
Fax: 519-352-3435 or
Email: Vicki.McKay@ltvca.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted.