



## **Job Posting: Conservation Outreach Assistant**

### **Job Description:**

CPAWS Northern Alberta is seeking an enthusiastic, environmentally focused person to act as Conservation Outreach Assistant to coordinate and manage the chapter's summer outreach events. Job duties include: (1) scheduling and leading outreach and education activities related to parks and wilderness in northern Alberta; (2) managing event volunteers and developing materials for outreach activities in the community; and (3) liaising with community groups to organize participation in community events in and around Edmonton. The Conservation Outreach Assistant will work primarily on-site at the CPAWS Northern Alberta office under the supervision of the chapter's Executive Director.

### **Responsibilities include:**

- Work with staff to develop and implement outreach and education activities in and around Edmonton
- Liaise with local community organizations to develop outreach opportunities
- Lead/Attend outreach events and activities in and around Edmonton (evenings and weekends)
- Organize and manage volunteers for outreach events and activities
- Create and manage materials for outreach events and activities

**Qualifications:** The ideal candidate possesses some post-secondary education in the fields of environmental sciences, environmental sociology, or non-profit business development/management, and has effective communication, interpersonal, and organizational skills. This includes:

- Enthusiasm for wilderness, conservation and the ability to communicate science to the general public
- Working towards a degree in Environmental Sciences, Non-Profit Management, or Event Planning
- Previous experience with volunteer management and volunteer management programs an asset
- Excellent organizational and interpersonal skills
- Ability to drive and access to a vehicle is required
- Ability to work evenings and weekends throughout the summer is mandatory

### **This Job is made possible through the Canada Summer Jobs Grant. To apply, you must be:**

- between 15 and 30 years of age;
- registered as a full-time student during the preceding academic year and intending to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and;
- legally entitled to work according to the relevant provincial / territorial legislation and regulations.

All qualified candidates will be considered; however, preference will be given to Aboriginal candidates.

**Work Dates:** May 8, 2017 to August 25, 2017, 35 hours per week

**Apply:** Please forward PDF resume and covering letter by **April 17, 2017** to CPAWS Northern Alberta via email at [infonab@cpaws.org](mailto:infonab@cpaws.org). Please put "Application for Conservation Outreach Assistant" in your subject line. While all applications are appreciated, only those selected for an interview will be contacted. No phone calls please.