

Summer Outreach Co-ordinator



The Lake Winnipeg Foundation is hiring for the position of Summer Outreach Co-ordinator. This position is based out of Winnipeg and includes travel to various Lake Winnipeg communities. The position is 40 hours per week, \$14.50/hour, from May 8 – August 25, 2017.

Responsibilities

Reporting to the Communications Director, the primary responsibility of the Summer Outreach Co-ordinator is to assist LWF staff and volunteers in the planning, promotion and delivery of multiple outreach and fundraising events. Tasks will include:

- Co-ordinating volunteer teams and participants before and during events
- Co-ordinating audience-appropriate activities before and during events
- Preparing and distributing outreach and promotional materials
- Applying for permits and licences as required
- Assisting with media relations
- Soliciting prizes, partnerships and corporate sponsorship opportunities
- Managing and trouble-shooting on-site logistics
- Developing and maintaining multiple tracking databases
- Responding to general inquiries and providing information as required
- Representing LWF at community events and festivals to provide public education on LWF initiatives to protect and restore the Lake Winnipeg ecosystem
- Exploring opportunities for additional LWF outreach events in 2017 and beyond
- Representing LWF in a manner consistent with its mission, vision and values
- Writing a final report on 2017 activities
- Other duties as required

Qualifications

The successful applicant will have:

- A combination of education/experience in a relevant field (environmental science; education; hospitality & tourism; volunteer services management; marketing & public relations; community services & development; recreation & physical education)
- Experience with fundraising and event planning/co-ordination
- Exceptional organizational skills and proven attention to detail
- Strong interpersonal and written communication skills
- Ability to multi-task effectively and meet deadlines in a fast-paced environment

- Adaptable, resourceful, able to think on your feet
- Energetic and enthusiastic
- Ability to work well in a diverse team environment
- Experience working with children and families is an asset
- Proficiency in computer programs (Word, Excel) and social media
- Photography and/or graphic design experience is an asset
- Ability to do physical activities such as lifting boxes and climbing stairs
- Registered drivers licence and access to a vehicle
- Knowledge of Lake Winnipeg communities and issues affecting lake health is an asset

This position may be funded through the Canada Summer Jobs program. Applicants must meet the following criteria to be eligible for the position:

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

LWF is an equal opportunity employer. Hiring, promotion and compensation decisions are based on assessment of employee skills, ability and experience with respect to the requirements of the position. LWF does not discriminate based on sex, race, ethnicity, gender, sexual orientation, age, religion, marital status or any other factor unrelated to an employee's performance.

Interested applicants should forward their resume and cover letter by email to communications@lakewinnipegfoundation.org (Subject line: Summer Outreach Co-ordinator).

Applications are due by end of day, Friday, April 7th, 2017. Thank you for your interest. Only candidates to be interviewed will be contacted.

The Lake Winnipeg Foundation (LWF) is an environmental non-governmental organization seeking solutions to ensure a clean, healthy Lake Winnipeg and watershed, now and for future generations.

lakewinnipegfoundation.org