

Summer Communications Coordinator



The Lake Winnipeg Foundation is creating an applicant pool for the position of Summer Communications Coordinator. This anticipatory position is based out of Winnipeg and includes travel to various Lake Winnipeg communities. The position is 40 hours per week, \$14/hour, from May 11 – August 28, 2015. This position is contingent on funding.

Responsibilities

Reporting to the Communications Director, the primary responsibility of the Summer Communications Coordinator is to assist LWF staff in the creation and dissemination of communications related to online and in-person promotion of LWF initiatives and activities.

Tasks will include:

- Content creation for and daily maintenance of LWF's website and social media presence
- Tracking online analytics
- Designing and creating promotional materials and communication products
- Reporting on and photographing in-the-field projects and interviewing partners for various LWF outreach channels
- Assisting with media relations
- Assisting with the planning, promotion and delivery of LWF's fundraising events
- Assisting with the promotion and delivery of ongoing outreach work
- Attending and representing LWF at relevant shows, conferences and community events to increase public awareness of LWF initiatives to protect and restore Lake Winnipeg
- Representing LWF in a manner consistent with its mission, vision and values
- Writing a final report on 2015 activities
- Other duties as required

Qualifications

The successful applicant will have:

- A combination of education/experience in a relevant field (e.g. Creative Communications; journalism; marketing; public relations; graphic design; digital media)
- Demonstrated web and social media experience and knowledge
- Experience developing digital communications tools and strategies
- Proficiency in computer programs including Word, InDesign, Photoshop, social media tools and website content management systems; experience with Drupal is an asset
- Exceptional written communication skills

- Experience with interviewing and reporting
- Demonstrated photography skills
- Strong organizational skills and proven attention to detail
- Ability to multi-task effectively and meet deadlines in a fast-paced environment
- Adaptable and resourceful
- Knowledge of Lake Winnipeg communities and issues affecting lake health is an asset
- Registered drivers licence and access to a vehicle

This position is 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, CEGEP (Quebec only), 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 Communications Coordinator).

Applications are due April 15th, 2015. Thank you for your interest. Only candidates to be interviewed will be contacted.

The Lake Winnipeg Foundation (LWF) is an environmental non-governmental organization (ENGO) seeking solutions to ensure a clean, healthy Lake Winnipeg and watershed now and for future generations. LWF works to achieve its goal through research, public education, stewardship and collaboration.

lakewinnipegfoundation.org