



Job title: Communications and Events Management Intern

Application Deadline: Wednesday March 24, 2021 (11:59 PM)

Status: Full-time temporary (52 weeks at 37.5 hours per week)

Rate of Pay: \$18/hour

Location: Sault Ste. Marie, ON

The Invasive Species Centre connects stakeholders, knowledge and technology to prevent the spread of invasive species to protect Canada's environment, economy, and society. Incorporated as a not-for-profit in 2011 as a hub for collaboration and knowledge sharing, we have grown into a respected collaborator and leader in invasive species knowledge and action. We rely on values of sustainability, collaboration, credibility, professionalism and efficiency to achieve our vision of a Canada where land and water are protected from invasive species.

If you are passionate about protecting Canada's forests, land, and water and enjoy working as a part of an upbeat and fast-paced team, please follow the application instructions at the end of this posting.

Job Summary

The Communications and Events Management Intern's objectives will be to amplify positive awareness of ISC, its mandate and achievements, engage key stakeholders, partners and potential funders to help fuel ISC's vision and mission, and facilitate evidence-based information sharing and information transfer about the important issue of invasive species.

The intern will place valuable knowledge of invasive species into the hands of invasive species professionals and the public through events, open houses, workshops, training sessions, conferences, forums, etc. both digitally and in-person (as pandemic health requirements permit). The intern will support the generation of external communications to engage new and existing stakeholder audiences with credible, up-to-date information regarding invasive species issues and the Invasive Species Centre. The intern will also be well informed of digital media tools and resources and when appropriate, apply them to the Invasive Species Centre's communications strategy.

Principal Accountabilities

- Lead the development, organization, and delivery of workshops, meetings, ceremonies and other events, individually and with team support
- Support and occasionally lead the research, generation and implementation of plain language communication tools and products including newsletter articles, biweekly media scans, briefs, presentations, website content, social media content and media releases
- Support the compilation of quarterly newsletter content, organize information, and collaborate with staff and write content as needed
- Support the planning and implementation of digital campaigns to help raise awareness and encourage action towards managing invasive species
- Take photos and videos for use in event and communication materials

- Support maintenance of stakeholder database and distribution lists and ensure information is up-to-date and validated while respecting the privacy and confidentiality of contact information
- Track activities by using predefined performance indicators with respect to digital engagement, media contact, stakeholder contact, etc. and provide monthly reports
- Support delivery of outreach and education at events and attend stakeholder and partner events
- Maintain and track corporate/communication product inventories
- Answer written and oral inquiries
- Identify new opportunities to improve stakeholder relationships
- Other duties as assigned

Minimum Qualifications

The successful candidate will be a university or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Preferred Qualifications

- Possess a Bachelors' degree and additional certification in event planning, marketing, communications, public relations or science communication
- Additional educational credentials and/or experience in natural or environmental sciences would be an asset
- Additional educational credentials and/or experience in graphic design would be an asset

Minimum Competencies

The successful candidate will have strong:

- Oral, written, and visual communication skills and the ability to express themselves clearly in conversations and interactions with others, through writing, speaking and images
- Technical and data management expertise: computer proficiency and experience with Microsoft Office software, WordPress, social media, and email marketing applications
- Teamwork skills: help to set a tone of cooperation within the work group and across groups; coordinate own work with others, demonstrate concern for satisfying external and/or internal customers, respond positively to instructions, procedures and feedback
- Time management and flexibility skills: manage multiple projects; determine project urgency in a practical way; create detailed action plans and budgets, adapt well to changing priorities, deadlines and directions
- Initiative: identifying what needs to be done and doing it before being asked or before the situation requires it; plan work and carry out tasks without detailed instructions
- Thoroughness: ensuring that one's own and others' work and information are complete and accurate; following up with others to ensure that commitments have been fulfilled, maintaining high standards and considering excellence and continuous learning a fundamental priority

Other Requirements

- Bilingual in French, English, and/or Indigenous languages would be an asset
- The candidate must be legally entitled to work according to the relevant provincial legislation and regulations
- Candidates chosen for an interview will be asked to share a portfolio of past work

Other Requirements

- The candidate may not have previously participated in an internship program and must be a recent graduate holding a diploma or degree from an accredited post-secondary institution

Please submit one document with cover letter and resume, which includes your education and work experience history to:

Paula Beemer, Executive Assistant

Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 2E5

Email: info@invasivespeciescentre.ca

No telephone calls please. Only candidates chosen for an interview will be contacted.

The Invasive Species Centre is an equal opportunity and accessible employer. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



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