



Protected Places Campaign Assistant

Job Description

Ontario Nature is seeking an enthusiastic Protected Places Campaign Assistant to support effective delivery of our efforts to protect at least 17 percent of Ontario's lands and waters by 2020, in the spirit and practice of reconciliation. The ideal candidate has experience working with Indigenous communities and not-for-profit organizations, demonstrates an ability to work well independently and with a team, and is committed to advancing nature protection and reconciliation.

The assistant will work closely with Ontario Nature's Protected Places Campaign team, under the supervision of the Director of Conservation and Education. The assistant will also support Ontario Nature's participation in broader, collective efforts, including collaborative projects with Indigenous partners and other conservation organizations.

This is a full-time, one-year position based in our downtown Toronto office where we offer a results-oriented, creative and friendly work environment.

About Ontario Nature

Ontario Nature is a charitable conservation organization that protects wild species and wild spaces across Ontario through conservation, education and public engagement. We represent over 150 member groups and more than 30,000 individual members and supporters throughout the province. To learn more about Ontario Nature, visit: www.ontarionature.org.

Principal responsibilities:

- Assist with event planning and delivery, including meetings, workshops and larger gatherings;
- Assist with online and offline communications and outreach, including drafting, reviewing and disseminating campaign materials and promoting the Protected Places Declaration;
- Organize, update and create campaign files on an ongoing basis, ensuring easy access for the campaign team;
- Support Ontario Nature's efforts to broaden and strengthen our networks (e.g., identify potential new partners and outreach opportunities, assist with relationship-building, respond to inquiries about the campaign);
- Assist with volunteer outreach and engagement for the campaign;
- Assist with budget tracking for events and projects;
- Assist with research to support the campaign (e.g., compiling and summarizing information on standards, best practices, cross-cultural approaches, policy developments and emerging issues regarding protected areas); and
- Other duties as assigned.

Qualifications:

- Post-secondary degree or certificate in a relevant field.
- Experience and demonstrated ability to work respectfully with members of Indigenous communities.

- Excellent listening and communication skills.
- Excellent interpersonal skills.
- Excellent organizational and problem-solving skills and sound judgment.
- Experience with online research (accessing, reviewing, compiling and referencing information).
- Familiarity with internet-based social networking tools.
- Proficiency in all applications of the Microsoft Office suite of programs.
- Must be eligible for ECO Canada internship funding (www.eco.ca/wage-subsidy-programs)
 - 30 years of age or younger
 - Canadian citizen, permanent resident, or have refugee status
 - Have not participated previously in a federal youth employment or education program

Desirable assets include:

- Experience working or volunteering in the non-profit sector.
- Experience with event planning.
- Experience facilitating communications among diverse organizations.
- Working knowledge of Arc GIS.
- Valid class G driver's licence.
- Knowledge of Ontario's flora and fauna.

Duration of position: One year

Payment: \$16.00/hour

Location: Ontario Nature's Head Office, 214 King St. W., Suite 612, Toronto, ON

Application Deadline: October 19, 2018

Start date: November, 2018, to be determined with successful candidate

If interested, please send a **resume and cover letter by October 19, 2018** to:

Tanya Pulfer
 Conservation Science Manager
 Ontario Nature
tanyap@ontarionature.org

We thank all applicants for their interest; however only those selected for an interview will be contacted. No unsolicited emails or phone calls please.

Ontario Nature welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.