

## **FOCA Seasonal Outreach Assistant**

4-month position: May-August 2019

FOCA is the Federation of Ontario Cottagers' Associations, a member-based organization representing over 500 local community groups across rural Ontario. Waterfront property owners represent one of the single largest rural constituencies – over 250,000 families, located in hundreds of Ontario municipalities and who collectively own and steward 15,000 kilometers of the Province's shorelines, and over 50,000 hectares of economically and environmentally important lands.

***FOCA's vision is thriving and sustainable waterfronts across Ontario, now and for future generations.***

### **Position Description:**

FOCA is seeking an outgoing, dynamic leader to support our education and outreach efforts across south central Ontario. FOCA's aim is to raise awareness about watershed issues, encourage lake and river users to adopt sustainable practices around water, and to promote public involvement in local environmental action.

This exciting position requires exceptional communications skills and a willingness to engage in public outreach, answer some technical questions, and generally support the public education of water users.

The successful candidates will work 35 hours/week, reporting to the Executive Director and working closely with our Programs Coordinator. The position is based in Peterborough Ontario, with frequent travel and weekend work. Must have access to reliable transportation for travel to public events across central Ontario.

Salary: \$15/hour

### **Key Duties and Responsibilities:**

- Assist with the implementation of FOCA's outreach and education programs. Tasks will include: conversing with lake and river users, rural residents and outdoor enthusiasts, distributing educational material, and communicating about common watershed issues
- Attend outreach events to deliver presentations
- Write blogs, social media posts, newsletter articles, reports, and other written materials
- Photograph activities and add to digital archive. Some data entry/management as needed
- Additional related duties as needed

**Qualifications:****General Requirements:**

- Must be eligible according to the Canada Summer Jobs program (see page 11 of this guide: [https://www.canada.ca/content/dam/canada/employment-social-development/services/funding/CSJ2019\\_applicant\\_guide.pdf](https://www.canada.ca/content/dam/canada/employment-social-development/services/funding/CSJ2019_applicant_guide.pdf))
- preference given for graduates or students from post-secondary studies in natural sciences, biology, environmental sciences, resource management, or a related field
- Must be legally entitled to work in Canada
- A valid Ontario drivers' licence, and willingness to travel within Ontario
- Must be available to work weekends and some evenings May-August
- A willingness to learn and try new things is a must
- Must be hard-working, able to take direction, problem-solve, take initiative, and work with minimal supervision

**Education/Outreach:**

- Experience with environmental education/outreach and public engagement, particularly in outdoor, informal settings
- Extremely personable, with strong verbal and writing skills required; experience communicating for a non-scientific audience
- Experience working with a broad range of audiences, including youth, is an asset
- Proficient with MS Office, social media (Facebook, Twitter, Instagram), photography, common IT platforms and issues

**How to apply:**

Email your cover letter and resume BEFORE MARCH 31, 2019 to FOCA's Executive Director c/o [info@foca.on.ca](mailto:info@foca.on.ca) as a single PDF file entitled "FOCA Outreach Assistant YOUR NAME."

Thank you for your interest! Note only those applicants selected for an interview will be contacted.