



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, \$15.25/hour, from May 6 - Aug. 23, 2019.

Responsibilities

Reporting to the Communications Director, the primary responsibility of the Summer Outreach Co-ordinator is to plan, promote and deliver a series of 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
- Managing a budget
- Applying for permits and licences as required
- Assisting with media relations and social media content creation
- 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 2019 and beyond
- Representing LWF in a manner consistent with its mission, vision and values
- Writing a final report on 2019 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; communications; 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

- Basic French skills
- Ability to multi-task effectively and meet deadlines in a fast-paced environment
- Adaptability, resourcefulness and the ability to think on their 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; access to a vehicle is an asset
- Knowledge of Lake Winnipeg communities and issues affecting lake health is an asset

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

- Is a Canadian Citizen or permanent resident, or has refugee status
- Has a valid social insurance number and is legally entitled to work in Canada
- Is between 16 and 30 years of age (inclusive) at the start of employment;
- Has been a full-time student during the preceding academic semester;
- Intends to return to school on a full-time basis during the next academic year;
- Is willing to commit to the full duration of the work assignment and will not have another full-time job (over 30 hours a week) during the work term
- Has a working knowledge of both English and French, and
- Is willing to work in another region of Canada

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: Summer Outreach Co-ordinator).

Applications are due by end of day, Friday, March 29, 2019. Thank you for your interest. Only candidates to be interviewed will be contacted.

The Lake Winnipeg Foundation (LWF) is an environmental non-governmental organization advocating for change and co-ordinating action to ensure a clean, healthy Lake Winnipeg and watershed, now and for future generations.

lakewinnipegfoundation.org