

## JOB HIGHLIGHTS

- Work at the QC head office in Belleville
- Hourly wage of \$17.00 for a 35 hour week
- Work from May 6th to August 18th, 2024

## QUINTE CONSERVATION IS HIRING!

### Communications/Social Media Assistant (1 Summer Position)

Valid Ontario Driver's License Required

ARE YOU PASSIONATE ABOUT THE ENVIRONMENT?

**JOIN THE QC TEAM THIS SUMMER!**

Application Deadline: **February 9, 2024**

#### What the Communication Assistant does:

- Assist with community relations and communications initiatives
- Create visual storytelling tools, including videos and photographs that will be used to highlight all the important work of Quinte Conservation
- Write, design, and produce a variety of communications materials such as brochures, flyers, posters, and social media graphics
- Develop effective content strategies for social media and e-newsletter
- Take part in projects aimed at building community awareness about the work of Quinte Conservation

#### What you need:

- Strong verbal and written communication skills
- Excellent photography and videography skills (Experience with a DSLR camera is preferred)
- Good knowledge of social media platforms (formats, trends)
- Working knowledge of graphic design (Adobe Editing Suit /Canva)
- Excellent customer service and public relations skills
- Must be flexible and able to handle multiple projects at once
- Ability to occasionally work evenings and weekends at events

#### How To Apply:

Apply by email with cover letter and resume to Human Resources, at [hr@quinteconservation.ca](mailto:hr@quinteconservation.ca). Include "Summer Jobs" in the subject of your email and the job title in your cover letter.

#### Position dependent on funding.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.



Quinte  
CONSERVATION

Should you require any accessibility accommodation, please indicate this on your application and we will work with you to meet your accessibility needs.