

JOB HIGHLIGHTS

- Work at the QC head office in Belleville
- Hourly wage of \$17.00 for a 35 hour week
- Work from May 1 to August 18, 2023

QUINTE CONSERVATION IS HIRING!

Communications/Social Media Assistant (1 Summer Position)

ARE YOU PASSIONATE ABOUT THE ENVIRONMENT?
JOIN THE QC TEAM THIS SUMMER!

Application Deadline: February 5, 2023

What the Communications/Social Media Assistant does:

- Assist with community relations and communications initiatives
- Develop effective content strategies for social media and e-newsletters
- Take part in projects aimed at building community awareness about the important work of Quinte Conservation
- Write, design, and produce a variety of communications materials such as brochures, flyers, posters, and social media graphics
- Monitor social media and news

What you need:

- Outstanding verbal and written communication skills - including editing
- Strong understanding of content development
- Excellent photography and videography skills
- Graphic Design skills
- Experience with the Adobe Editing Suit /Canva
- Valid Ontario Driver's License
- Excellent customer service and public relations skills
- 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. 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.