

# Quinte Conservation is hiring!

## JOB HIGHLIGHTS

- Work at the QC head office in Belleville
- Hourly wage of \$16.90 for a 35 hour week
- Work from May 3 to August 20, 2021

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

Do you want to be part of a team that works toward creating a sustainable ecosystem where people and nature live in harmony?  
Are you passionate about the environment?

# Come and join the QC Team this summer!

Application Deadline: February 5, 2021

What the Communication/Social Media Assistant does: Do you have what it takes?

- Assist the Communications Department with community relations and communications initiatives
- Create effective content strategies for social media channels and e-newsletters
- Sometimes works evenings and weekends at events
- Take part in projects aimed at building community awareness about the important work of Quinte Conservation
- Write, design, and produce a variety of communication materials such as brochures, flyers, and posters
- Outstanding verbal and written communication skills
- Strong understanding of content development
- Excellent photography skills
- Graphic Design skills
- Experience with Microsoft Office programs
- Valid Ontario Driver's License
- Excellent customer service and public relations skills

## 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.