

Connect the Creek Partnership

Position: **Communication/Planning Intern**

Start Date: November 15, 2010

Location: Sudbury, Ontario

Salary: \$587.65 per week (35 hours per week @ \$16.79 per hour; statutory benefits ONLY)

Eligibility Requirements:

- This position is funded through the Northern Ontario Heritage Fund Corporation's Youth Internship Program. All applicants **MUST**:
- Be 29 years of age or under
- Have recently graduated from an accredited University or College
- Be a northern Ontario secondary school graduate; graduates from high schools outside northern Ontario who have resided in the north for at least one full year can be considered
- Mature graduates may be considered
- Position is for a one-year contract period **ONLY**.
- Bilingual capabilities (English & French) spoken & written, would be considered a definite asset.

Job Description:

- The Intern will work with the various partners that make up the Connect the Creek Partnership in helping them in developing and implementing a four-year plan that will complete an existing trail system better known as the Junction Creek Waterway Park Trail. Activities will include:
- Coordinate and facilitate the work of the Connect the Creek Partnership.
- Inventory and documentation of key gaps and constraints of the 18km of uncompleted trail.
- Engage local government and partners and build support and awareness of the Connect the Creek Partnership.
- Provide administrative support to the Partnership for all communications related activities.
- Maintain and update content on website.
- Promote the Connect the Creek initiative to the public.
- Responds to information requests from partners, the media, volunteers, and the public.
- Act as a liaison between media and CCP to ensure a high level of awareness of this project in the community and elsewhere.
- Other related duties as assigned.

Qualifications:

- Post Secondary degree/diploma related to Urban geography, science communication, outdoor adventure leadership or equivalent field
- A background in environmental studies/science would be an added asset
- Comfortable speaking in front of large groups or decision-makers
- Strong organizational, communication and coordinating skills
- Ability to establish and maintain productive relations with stakeholders or partners
- Ability to work some overtime hours
- Valid Ontario drivers licence and access to own transportation
- Excellent computer skills and experience in building and maintaining websites is also desirable
- Previous experience working in a TEAM environment.

Eligible NOHFC Intern candidates must send a resume and cover letter to ndca@sudbury.ca no later than **4:30pm, November 4th, 2010**.

Call 674-5249 for more information if required.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Northern Ontario Heritage
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