

Employment Opportunity
Junction Creek Stewardship Committee

Position: Stewardship Intern – Full-time, 9-month contract (with possibility of renewal, dependent upon funding)

Deadline for Application: noon, Friday February 19 2010

Start date: Tuesday April 6 2010

End date: Friday December 31 2010

Salary: \$19 per hour, 35 hours per week

Location: Sudbury, Ontario

Job Description:

The Stewardship Intern reports to and supports the Coordinator of the Junction Creek Stewardship Committee (JCSC), a non-profit group with a mission “to restore all life to the Junction Creek ecosystem: native wildlife, fish, insect and plant life, and to improve the quality of life for humans as well.”

The Stewardship Intern’s main duties include:

- * Assisting the Coordinator in promoting the JCSC in the community by giving presentations, developing media stories and events, contributing to the quarterly newsletter and maintaining the website
- * Assisting the Coordinator in delivering the Bug Search and Adopt-A-Creek programs, tree planting
- * Assisting the Coordinator in recruiting and maintaining a volunteer base
- * Promoting the JCSC film in the community, media, local schools, etc.
- * Preparing funding proposals for future projects
- * Assisting the Coordinator with various other duties, as required

Qualifications:

- * Relevant post-secondary degree or diploma, or an equivalent combination of educational qualification and experience in non-profit program management, communications and volunteer project coordination
- * Demonstrated commitment to environmental issues
- * Excellent written and verbal communications skills
- * Excellent organizational/time management skills
- * Excellent presentation skills; energetic personality
- * Interpersonal and community networking skills
- * Ability to work some weekends and evenings
- * Valid drivers licence

Additional assets:

- * Background in environmental science, natural sciences or a related discipline
- * Oral and written fluency in French
- * Experience working with children

Please send your resume and cover letter to jobs@junctioncreek.com by noon, Friday February 19 2010.