



Communications and Indigenous Partnership Assistant

Full time, Finch, Ontario

Hours: Monday-Friday (8:00 a.m.- 4:00 p.m.)

Salary Range: To Be Determined

Start Date: December 7, 2020 (4 Month Contract until March 31, 2021)

At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.

POSITION DETAILS:

The incumbent will work in a multi-disciplinary team environment. Responsibilities are to assist in the research and development of indigenous communities within Eastern Ontario to capture the First Nation's heritage through interactive videos, and website applications for public use. This position reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Post-secondary education in communications, public relations, business, Indigenous studies, information technology, or related discipline.
- Knowledge of the Indigenous communities is an asset.
- Experience with Microsoft Office programs.
- Experience with computer applications, such as web design and HTML is an asset.
- Excellent organizational and analytical skills.
- Excellent interpersonal, verbal and written communication skills.
- Bilingualism (French and English) is an asset.
- Experience with environmental projects is an asset.
- Valid Class "G" Driver's License.

WHAT WE OFFER:

- You will join an organization with over 70 years of history.
- You will have the opportunity to work with a solutions-focused team and develop your skills.
- You will work for an organization that places tremendous value on the professional and personal development its employees.





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LOCATION:

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation. Remote work may also be considered.

SUBMISSION INFORMATION:

Forward resumes and cover letter by 8:00 am on November 27, 2020 to:

Hannah McMillan
Accounting Analyst, Corporate Services
hmcmillan@nation.on.ca

Please quote '*Communications and Indigenous Partnership Assistant*' in the subject line. Submitted resumes must be in Word or pdf format.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted. This position is funding dependent, the number of positions will be dependent on the amount of funding received.

All applicants must meet the eligibility criteria imposed by the funding agency, ECO Canada- *Digital Skills for Youth program*, <https://www.eco.ca/employment-programs/youth-placement/digital-skills-for-youth/> .