



Junction Creek Stewardship Committee Inc.  
30 Ste. Anne Rd, #B4  
Sudbury Ontario, P3C 5E1  
T: (705) 525-8736 F: (705) 674-7939  
E: info@junctioncreek.com  
W: junctioncreek.com  
Charitable #: 801685611RR0001

Comité d'intendance du ruisseau Junction  
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## Employment Opportunity Environmental Communication Intern Sudbury, Ontario

**Term:** 1-year (*dependent upon external funding*)

**Remuneration:** \$20.70/hr to \$21.30, 35hr/week

**Anticipated start date:** summer 2024

**Application deadline:** accepting resumes until position is filled

### GENERAL DESCRIPTION

The Junction Creek Stewardship Committee (JCSC) is seeking an enthusiastic, reliable, and self-motivated individual to assist with our environmental stewardship, educational, and outreach programs for Junction Creek. The Environmental Communication Intern will work with the JCSC team to share scientific knowledge, raise awareness about environmental projects, and promote watershed stewardship. They will work in collaboration with community partners and will be involved in various watershed-based projects in Greater Sudbury (N'Swakamok).

### RESPONSIBILITIES

The Environmental Communication Program Intern will collaborate with community partners to develop and maintain communication material about the Junction Creek watershed, encourage community involvement, develop educational material, deliver outreach and educational programs, and assist with the operations of the organization. They will work alongside the JCSC team under the supervision of the Executive Director. This position offers a unique opportunity to network, gain hands-on experience in scientific communication and outreach, and create a positive impact in the community.

The Environmental Communication Intern will be primarily responsible for developing communication material and coordinating educational programs but will also have the opportunity to assist with other tasks related to environmental field work and ecological restoration.



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### **Specific duties will include:**

- Assisting with website content and community event calendars.
- Creating social media posts and managing social media presence.
- Assisting in drafting newsletters, articles, and media releases.
- Assisting in preparation and distribution of event/project advertisements, such as posters, flyers, display posters, pamphlets.
- Collaborating with local schools, summer camps, naturalist groups/ clubs, community groups, and other organizations.
- Developing and presenting environmental programs (in-doors, outdoors, and/or virtually) to engage the community in the restoration and conservation of Junction Creek.
- Taking detailed notes and photographs of work and JCSC programs to track deliverables.
- Recruiting and managing volunteers.
- Assisting with developing science-based reports and fact sheets to summarize data results.
- Presenting results to the Board, city council, community groups, and other stakeholders.
- Sharing scientific information to the public in an easy-to-understand format.
- Participating in environmental outreach programs, community events/festivals, and other projects to educate the public.
- Assisting with other Junction Creek programs and activities as required.
- Assisting with administrative tasks, grant proposals, and fundraisers.

### **ASSET SKILLS AND EXPERIENCE**

- Post-secondary education or equivalent experience in science communication, environmental restoration/monitoring, fish and wildlife technician, biology, education, or other related fields.
- Experience delivering educational programs.
- Experience managing social media platforms.
- Knowledge of environmental restoration and watershed conservation issues.
- Enjoy working outdoors, rain or shine.
- Physically fit and able to endure hiking outside in rough terrains, variable weather conditions, and with exposure to biting and stinging insects.
- Detail-oriented and able to accurately enter and manage data.
- Working knowledge of Microsoft Office (Word, Excel, and PowerPoint), Microsoft Teams.
- Organized and resourceful with a demonstrated ability to time-manage and appropriately prioritize projects.



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- Self-motivated and able to work independently with little to no supervision at times.
- Personable, with good interpersonal skills, a positive attitude, and able to work within a team environment.
- Excellent oral and written communication skills.
- Bilingual, with oral and written fluency in French an asset.
- Able to work occasional weekends and weekday evenings.
- Valid Class G Driver's Licence with clean driving record an asset.
- Able to obtain a Vulnerable Sector Check.
- First Aid and CPR training an asset.
- Able to provide community programs following health and safety protocols.

## ELIGIBILITY

This position may be funded by government employment initiatives which require candidates to be:

- New entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field;
- Have not previously participated in a NOHFC-funded internship;
- At least 18 years of age; and
- Reside, and be legally entitled to work, in Canada.

***Please indicate in your application if you meet these criteria.***

## TO APPLY

To apply, please send a cover letter and resume to jobs@junctioncreek.com. Applications will be accepted until the position is filled. Please submit your application as a **single PDF document labelled 'Your first name\_Your last name'** and include in the email **subject heading "Environmental Communication Intern"**.

We thank you for your interest and for applying. However, please note that only individuals selected for an interview will be contacted.