



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 Community Outreach & Digital Media Intern Sudbury, Ontario

Term: 12-month contract

Remuneration: \$21.80/hr-\$23.30/hr, 35hr/week

Anticipated start date: winter 2026/2027

Application deadline: accepting resumes until position is filled

GENERAL DESCRIPTION

The Junction Creek Stewardship Committee (JCSC) is seeking an enthusiastic, creative, and self-motivated individual to join our team as a Community Outreach & Digital Media Intern. This position supports the promotion of environmental stewardship, watershed education, and community engagement across Greater Sudbury/ N'Swakamok through effective communications, outreach, and public engagement initiatives.

The intern will work closely with JCSC staff and community partners to communicate environmental science in accessible and engaging ways, promote JCSC programs and events, develop educational and promotional materials, and strengthen the organization's digital presence. They will also support community events, volunteer engagement, and organizational initiatives while gaining valuable experience in nonprofit marketing, community outreach, and science communication. Opportunities to assist with environmental monitoring, restoration, and stewardship projects may also be available.

RESPONSIBILITIES

The Community Outreach & Digital Media Intern will work under the supervision of the Executive Director and collaborate with staff, volunteers, and community partners to promote JCSC's programs, engage the public in watershed stewardship, and enhance the organization's communications and outreach efforts.

This position offers hands-on experience in environmental communications, digital marketing, community engagement, event coordination, and nonprofit operations while providing opportunities to build professional skills and contribute to meaningful environmental initiatives.

The intern's primary focus will be on communications, outreach, education, and public engagement, while also providing administrative and organizational support for JCSC programs and events.



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Specific duties will include:

- Create, manage, and update digital and print communications for JCSC programs, including website content, social media posts, newsletters, blog articles, media releases, and promotional materials (posters, flyers, pamphlets).
- Plan and implement community engagement initiatives, partnering with local schools, youth programs, summer camps, and community organizations to increase participation and awareness.
- Coordinate and support outreach events, workshops, festivals, and public programs to showcase JCSC's mission and activities.
- Assist in translating scientific and environmental data into clear, accessible reports, fact sheets, and educational materials for diverse audiences.
- Support fundraising and grant-writing efforts, including research, drafting content, and preparing materials for submissions.
- Maintain program and event records, manage volunteer lists, and assist with general administrative tasks that support outreach and communications initiatives.
- Monitor and report on social media analytics and community engagement metrics to inform outreach strategies.
- Collaborate with JCSC staff and volunteers to develop creative campaigns and storytelling approaches that highlight JCSC projects.
- Support the production of multimedia content (photos, videos, graphics) to enhance public engagement and digital presence.

ASSET SKILLS AND EXPERIENCE

- Post-secondary education or equivalent experience in science communication, marketing, digital media, environmental program, or other related fields.
- Experience managing social media platforms and developing content.
- Able to endure hiking outside in rough terrains, variable weather conditions, and with exposure to biting and stinging insects.
- 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.
- 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.
- Able to provide community programs following health and safety protocols.



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This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found below and here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

ELIGIBILITY

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

- New entrants into the workforce 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.

DIVERSITY, EQUITY, INCLUSION, AND BELONGING

We recognize the inherent agency and stewardship of Mother Nature, and value the power of diverse people and perspectives working together to conserve, restore, and care for our shared environment. Healing the lands and waters of Junction Creek is strengthened by and requires contributions of people of diverse backgrounds, heritage, experiences, knowledge, and identities. JCSC values the diversity of the people we employ and work with. We strive to promote equity, diversity, inclusion, and belonging in our workplace and foster inclusive, barrier-free selection and appointment processes and work environments. Therefore, we encourage applications from all qualified individuals.

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 "Community Outreach & Digital Media Intern"**.

We thank you for your interest and for applying. However, please note that only individuals selected for an interview will be contacted. If contacted in relation to this position, please advise JCSC in a timely fashion of any accommodation measures needed to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.