

Job Title: Communications Coordinator Intern
Application Deadline: August 25th, 2017
Potential Start Date: September 2017
Status: Full-time temporary (12 months)
Rate of Pay: \$18/hour for 37.5 hours per week
Location: Sault Ste. Marie, ON



Catalyst for research and response

The Invasive Species Centre (ISC) is a not-for-profit organization established to prevent and reduce the spread of invasive species that harm Canada's environment, economy and society by connecting with a broad array of stakeholders to catalyze invasive species management and communicate policy and science knowledge. The Invasive Species Centre was created as a model of public and government cooperation and collaboration in response to invasive species.

We are currently recruiting a hard-working, motivated, and dedicated individual to fill the position of **Communications Coordinator Intern**.

Position Summary:

The communications coordinator intern will support the overall goals of the ISC and will place valuable knowledge in the hands of managers, technicians, and the public in easily understood formats that will then be applied to priority invasive species issues. The intern will do this by coordinating and generating external communications tools and products to engage new and existing stakeholder audiences with credible, up-to-date information regarding invasive species issues and the Invasive Species Centre.

We are looking for a creative individual who is passionate about science communications, public relations and the health of our ecosystems. If you meet the qualifications listed below, and enjoy working as a part of an upbeat team, please follow the application instructions at the end of this document.

Key Responsibilities:

- Support the coordination and generation of plain language communications tools and products including websites, newsletters, social media postings, biweekly media scans, reports, pictograms, and infographics
- Research, consolidate and analyze policy, science, and technical information on invasive species to validate current and new communications products
- Coordinate expert/peer review of communications products
- Support the planning and implementation of quarterly digital campaigns to help raise awareness and inspire action towards managing invasive species
- Organize, plan, and collaborate with staff on quarterly newsletters, writing content, and analysis, as needed
- Support the ISC's membership program to further the reach of the Invasive Species Centre and to fulfill mandate of connecting partners and stakeholders
- Identify, participate in, and seek out opportunities to improve stakeholder relationships
- Research and analyze key audiences, their information needs and opportunities for engagement
- Maintain stakeholder database and distribution lists and ensure information is up-to-date and validated and respects the privacy and confidentiality of contact information

- Monitor and evaluate external relations plans and activities by using predefined performance indicators to consolidate metrics and analyze results with respect to digital engagement, media contact, stakeholder contact, etc., and provide monthly reports
- Respond to or refer stakeholder queries received by email and telephone
- Deliver outreach and education at events and attend stakeholder and partner events
- Coordinate meetings and events such as tours of the ISC and the Sault Science Festival
- Maintain and track communication product inventories
- Create outreach materials through coordination with partners
- Occasional travel may be required

Required Skills and Experience:

- A minimum of a bachelor's degree in business/marketing or communications/public relations
- Experience in education and/or public outreach
- Strong interpersonal and teamwork skills
- Excellent time management skills and ability to work on numerous projects simultaneously
- Proficient with Microsoft Office and social media platforms
- Experience with desktop publishing
- Excellent oral and written communication skills
- Experience with event coordination
- Valid Ontario driver's license and access to a reliable vehicle for travel in the region
- Experience with graphic design and multimedia software is an asset
- Knowledge of invasive species issues and natural and environmental sciences is an asset
- Bilingualism (English/French) is an asset

Other Requirements:

- Graduated within the last three years from an accredited college or university from a post-secondary degree or diploma program
- First time employment in the candidate's field of study
- Must disclose previous participation in internship programs
- Legally entitled to work in Canada

The Invasive Species Centre is an equal opportunity and accessible employer. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.

Please submit a cover letter and resume, which includes your education and work experience history to:

Deb Sparks, Business Development and Communications Manager
 Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 2E5
 Email: dsparks@invasivespeciescentre.ca

No telephone calls please.

Only candidates chosen for an interview will be contacted.

This opportunity is proudly supported by:

