

Programs Assistant

A Rocha Canada
Hamilton Office | 621 Barton St. E. Hamilton, ON
Cedar Haven Eco-Centre | 1039 Regional Rd. 97, Freelon, ON

Position(s) will be funded by Canada Summer Jobs grant and are based on funding approval.

SUMMARY OF PRIMARY JOB FUNCTIONS

This employee will assist in administration support and planning of our environmental programs and conservation science work. They will ensure our various community events have proper materials and supplies like food and drinks, print material and first aid supplies. Administration skills are required to liaise with various participants and community organizations about arranging visits to the Eco-Centre and following-up to gain feedback about their visit. The employee will develop new organizational skills and get a sense for how managing a charity works. A Rocha expects the employee to have and develop an inclusive and welcoming attitude toward all people.

This employee will also support the marketing and communication needs of our programs. The tasks involve email marketing production, advertising assistance, website editing and print management. They will assist with setting up new systems to better engage our stakeholders. The final assignment involves gathering stories of program impact and adding graphic design elements to make them attractive to our constituents.

IDEAL CANDIDATE

The ideal candidate should have administration experience as it relates to public programming, marketing business and non-profit management. The candidate should have a clear understanding of organizational processes and systems, as well as competency in an HR role and volunteer management. The candidate should demonstrate professional verbal and written communication skills. They should have a background in non-profit or business management, administration, communications, environmental studies, or experience in a related field. Ideally, the candidate will also have experience in event planning. This role requires a detail-oriented individual who has the ability to take initiative, work independently and stay organized. The ideal candidate has a passion for the natural world and shares A Rocha's values of environmental stewardship.

DUTIES AND RESPONSIBILITIES

General

- Host and engage visitors at the centre
- Participate in A Rocha community through team days, discussions, and mentoring

Systems & Program Support

- Connect with partners, vendors and services to support the programs at Cedar Haven
- Event planning and organization, and task delegation
- Administration and organization of internal systems and processes

Marketing & Communications

- Plan, assemble and deliver regular communication with the public through email and social media (monthly eNews, Instagram, Facebook)
- Liaise with A Rocha Canada National communications team to align messaging and plan campaigns

QUALIFICATIONS & REQUIREMENTS

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- Embodies A Rocha Canada's Commitments and Core Values ("5 Cs")
- Criminal Record Check required
- Must be a Canadian citizen, permanent resident, or person with official refugee status
- Access to reliable transportation to and from the centre
- Proficiency in productivity programs an asset (Google Sheets, Docs; Microsoft excel, word)

HOURS OF WORK & COMPENSATION

- Workweek: 30 hours/week, Monday to Friday (with the exception of occasional Saturday events).
- Work Term: 16 weeks, May 11, 2020 to August 28, 2020
- Wages: \$15.00/hour
- Application Closing Date: April 10, 2020

APPLICATION PROCESS

To apply, please email your resume and cover letter to Ben McCullough (Cedar Haven Manager) at benjamin.mccullough@arocha.ca.