

Programs Assistant

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

PLEASE NOTE: Position(s) will be funded by Canada Summer Jobs grant and are pending funding approval.

SUMMARY OF PRIMARY JOB FUNCTIONS

This employee will assist in administration support and planning of our environmental programs, conservation science work, and community events. They will play a key role in ensuring various programs and events are adequately supplied and resourced in regards to proper materials, print promotions, food, refreshments and first aid supplies. They will also play a vital role in day-of program coordination and event set-up and delivery. 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, social media 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 across various education programs, conservation work and community events.
- 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

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QUALIFICATIONS & REQUIREMENTS

- 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: 35 hours/week, Monday to Friday (with the exception of occasional Saturday events).
- Work Term: 17 weeks, May 3, 2021 to August 27, 2021
- Wages: \$15.00/hour
- Application Closing Date: April 14, 2021

APPLICATION PROCESS

To apply, please email your resume and cover letter to Matt Koning (Ontario Program Manager) at matt.koning@arocha.ca.