Communications & Storytelling Assistant

(January 11 - April 30, 2027)

A Rocha Ontario Centre | 1440 Westover Road,
Millgrove, ON L8B 1S1

PLEASE NOTE: Position(s) will be partly funded by the Student Work Placement Program

Summary of Primary Job Functions

A Rocha Canada is a Christian conservation organization whose mission is to follow God's call to care for creation and equip others to do likewise. In Ontario, we run several conservation and environmental education programs, including habitat restoration projects, bird monitoring, workshops for adults, and day camps for children.

The **Communications & Storytelling Assistant** works to effectively communicate A Rocha's activities and impact through creative storytelling via social media channels, blog posts, and a monthly e-newsletter. They may also assist with some website development and creation of print media.

Ideal Candidate

The ideal candidate has a background in communications or marketing through education or experience. The candidate has excellent oral and written communication skills and is able to express their thoughts in a way that is accessible, inspiring, and embodies A Rocha values. The ideal candidate will be a good story-teller, experienced at using social media on behalf of an organization, and have some knowledge and interest in biodiversity conservation and/or environmental education. They will need to be able to take initiative and work well independently as well as part of a team.

Duties and Responsibilities

- Assist with creating social media content, writing newsletters, blogs, and press releases.
- Support photo and video documentation of programs.
- Support the development and design of print media or website development as necessary.
- Organize, categorize, and maintain digital assets (photos, videos, stories).
- Contribute to other communications or outreach tasks as needed.
- Participate in team meetings and all-staff learning opportunities.

Qualifications & Requirements

Education:

- A current post-secondary student in a related field of study, such as media studies, journalism, science communication, environmental science, etc.

Experience:

- Experience working collaboratively and independently.
- Interest in biodiversity conservation, environmental education, and community engagement.

Skills:

- Strong writing and storytelling skills.
- Basic photography and/or video editing skills will be considered an asset.
- Proficiency with social media platforms Facebook and Instagram
- Proficiency in Google Suite, Canva and WordPress are considered an asset.
- Comfortable with being outdoors occasionally to cover programs such as camps, field trips, and special events.

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Critical Qualities:

- Embodies A Rocha Canada's Commitments and Core Values
- Professional and gracious demeanor in written and oral communication
- Able to work both independently and within a team environment; able to resolve interpersonal conflicts professionally; excellent collaboration skills; positive attitude.
- Eligible to participate in the Student Work Placement Program (current student, studying in a related field such as environmental studies, education, marketing, communications, eligible to work in Canada)
- Reliable transportation to the A Rocha Ontario Centre, 1440 Westover Road, Millgrove.

Hours of Work & Compensation

- Workweek: 10 hours/week, flexible, hybrid
- Work Term: January 11 - April 30, 2026
- Wages: $18.50/hour

Application Process

- Application Closing Date: Open until filled.
- To apply, please email resume and cover letter as a single pdf file to ontario@arocha.ca.
- Please include the position title (Communications & Storytelling Assistant) in the email subject line.
- Only candidates selected for interviews will be contacted.