



Quinte CONSERVATION

Communications Assistant

\$17.00 per hour/ 35 hours per week
From May 5th to August 15th, 2025

Responsibilities

- Assist with community relations and communications initiatives
- Create visual storytelling through videos and photographs which will be used to highlight all the important work of Quinte Conservation
- Write, design, and produce a variety of communications materials such as brochures, flyers, posters, and social media graphics
- Develop effective content strategies for social media and e-newsletter
- Take part in projects aimed at building community awareness about the work of Quinte Conservation

Requirements

- Strong verbal and written communication skills
- Excellent photography and videography skills (Experience with a DSLR camera is preferred)
- Good knowledge of social media platforms (formats, trends)
- Working knowledge of graphic design (Adobe Editing Suit /Canva)
- Excellent customer service and skills in public relations
- Must be flexible and able to handle multiple projects at once
- Ability to occasionally work evenings and weekends at events
- Valid Ontario Drivers License

Apply by February 9, 2025

Send an email with cover letter and resume to Human Resources, at hr@quinteconservation.ca. Include "Summer Jobs" in the subject of your email and the job title in your cover letter.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Please indicate if you require Accessibility accommodation on your application.