

## **Job Description**

The **Community Animator** position at Muskoka Conservancy is a temporary full-time spring-summer eight-week contract ideal for a post-secondary student or recent graduate. The incumbent is a personable, energetic outdoors enthusiast and a great communicator with a passion for making a difference. They will assist our permanent staff as we work together to advance our mission: nature conservation in Muskoka.

Reporting to Muskoka Conservancy's Communications, Marketing & Fundraising Coordinator, the Community Animator will have a support role in all aspects of the nature conservancy with a focus on communications, community outreach and engagement, events, supporting volunteers, and more. On any given day, the animator may be:

- In the field with conservation staff coordinating and collecting content for social media, e-bulletins and the newsletter
- At a community event engaging with community members and connecting them to Muskoka Conservancy's nature conservation mission
- Using various software to develop and share compelling and innovative nature-themed communications and marketing campaigns.

## **Objectives of this Role**

- Advance the nature conservation mission and values of Muskoka Conservancy through community engagement
- Represent Muskoka Conservancy within the community
- Engage and support event participants.

## **Responsibilities**

- Community engagement and outreach: Connect with community groups and organizations, promote volunteer opportunities and stewardship, gather and relay feedback
- Event planning and facilitation: Coordinate logistics beforehand, set up, staff, tear down
- Volunteer coordination and support
- Youth and educational programming: Develop educational materials, deliver environmental workshops, assist with existing programming



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- Communications and storytelling: Create, collect, share content for social media, e-bulletins, and the newsletter, conduct research
- Partnership development: Connect with local businesses for sponsorship and cross-promotion opportunities, support local Indigenous communities, collaborate with recreation groups and environmental partners
- On-the-ground presence: Represent Muskoka Conservancy at community events, lead guided hikes and/or presentations
- Support permanent staff.

### **Skills and Qualifications**

- Strong interpersonal, communication (verbal and written), and presentation skills
- Team player (responsible, reliable, adaptable, collaborator, listener, active participant)
- Respect for nature
- Communications and digital skills: photography, short-form video, social media, Canva
- Comfortable working outdoors in typical Muskoka settings, including walking for long distances in the deep bush, on the water, in wetlands, with biting insects
- An understanding of health and safety in field and office environments
- Enrollment in college or university program in marketing, communications, public relations, journalism, community development, or related field
- Cooperative and courteous with people.

### **More about the Position**

- 35 hours per week
- Job Type: Full-time, Temporary (8-weeks, with the possibility of extension)
- Rate of pay: \$17.60/hr
- Flex-time
- Anticipated timeline: Between May and August
- Contract is contingent on [Canada Summer Jobs](#) requirements and funding approval.
- **Application deadline: March 27<sup>th</sup>, 11:59pm**



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**To Apply:**

Please send your cover letter and resume in a single PDF file to Tamsen Tillson, Communications, Marketing & Fundraising Coordinator at [comms@muskokaconservancy.org](mailto:comms@muskokaconservancy.org) with the subject line "**Community Animator Application**".

Muskoka Conservancy values diversity, equity, and inclusion and encourages all qualified applicants to apply. If you require an accommodation for any aspect of the recruitment process, please contact us at [info@muskokaconservancy.org](mailto:info@muskokaconservancy.org) or (705) 645-7393 ext. 200.

Thank you for your interest in working with Muskoka Conservancy. We appreciate all applicants for taking the time to express their interest in joining our team, however, only candidates selected for an interview will be contacted.