

JOB DESCRIPTION
Biosphere Natural Heritage
Intern
Parry Sound, Ontario



Position Description: The Biosphere Natural Heritage Intern will be responsible for developing and delivering weekly educational programs and public outreach pertaining to local ecology and the Georgian Bay Biosphere (GBB) to a variety of audiences. The Intern will also conduct field work including support for conservation field work, events, and guided hikes.

Program Responsibilities

1. Assist in the development and delivery of environmental education programs such as Kids in the Biosphere, Junior Naturalists, Biosphere Walks, and community-based events.
2. Support visitor outreach and bike rentals at Georgian Bay Islands National Park, including providing quality customer relations and occasional bike maintenance (training provided).
3. Provide field support for species at risk monitoring, road surveys, and benthic monitoring.
4. Support and promote Community Veggie Gardens and Community Pollinator Gardens across the region.
5. Design and facilitate education programs and guided walks to local and seasonal audiences of various age groups on regional environmental topics, including Huckleberry Island Tours in partnership with Islander Adventure Cruises.
6. Manage a table display at events and markets, communicate effectively with event/program attendees, and present to general audiences on various environmental topics.
7. Create and distribute communications and promotional materials, including posters, website content, blog posts, and social media.
8. Provide ongoing administration and office support, liaise on behalf of the Biosphere, create event reports and recommendations, and carry out various research as needed.
9. Other duties as assigned.

Qualifications

- University degree, college diploma or a combination of relevant experience in environmental studies and/or environmental education.
- Experience in a public outreach, project management, and environmental education.
- Working knowledge of regional geography, flora, and fauna.
- Computer literacy in Microsoft Office and social media applications. GIS an asset.
- Ability to demonstrate strong written and verbal communications skills.
- Excellent organization skills, leadership, problem solving, and professionalism.

- Be highly motivated, independent, and able to travel. Must work well in a team environment.
- Be comfortable handling reptiles for educational purposes.
- Hold or be able to obtain a Police Record Check with the Vulnerable Sector Check.
- Valid driver's licence with regular access to a vehicle.
- First Aid/CPR/AED certified is an asset.
- Field survey or research experience is an asset.

Eligibility

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and refugee protection act for the duration of the employment.
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Wages: \$17.00/hour

Duration: May 10th 2021 - August 27th, 2021

Hours: A normal week will be 40 hours. This position works with volunteers and will require weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings.

Location: Work will be performed from the GBB office (125 William Street, Parry Sound) as well as from event locations across eastern Georgian Bay.

Application Deadline: 5:00 pm March 5th, 2021

Please note that this position is reliant on successful funding.

To Apply: Please email [resume and cover letter as one PDF document](#) to Delaina Arnold at education@gbbr.ca. Only successful candidates will be contacted.

This position is partially funded by the Government of Canada.