



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII

Position: Administrative and Outreach Coordinator

Location: Parry Sound, Ontario

Start Date: Flexible

Term: One year contract, possibility of extension.

Hours: 37.5 per week

Wage: \$21.00-\$23.00/hour, commensurate with experience

Position Description

The Administrative and Outreach Coordinator will support the Georgian Bay Mnídoo Gamii Biosphere across all program areas. The successful candidate will assist with internal and external communications, updating current systems and administrative practices, volunteer management, public outreach efforts, and more. They will work closely with the Organizational Manager and across all program teams to support public outreach and education through effective communications, marketing and engagement.

Responsibilities

- Assist in the implementation of the organizational Communications and Marketing Plan, by developing communication products to align with targeted audiences, tools and tactics
- Support the organization's communications channels such as websites, social media, and public presentation materials
- Attend community outreach efforts, including managing a table display at events and markets, communicating with attendees, and presenting to general audiences
- Assist with efficient operating systems and internal scheduling of meetings & events
- Provide planning & logistic support for external events and community workshops
- Creative content development (e.g. campaigns, video editing, branded products)
- Review and assist with implementing office policies and procedures
- Provide support for volunteer recruitment, training and management
- Other duties as assigned.

Required Qualifications

- Are new entrants into the workforce, are transitioning to a new career, or the unemployed or underemployed who are entering a new field;
- Are at least 18 years of age;
- Reside, and be legally entitled to work, in Canada; and
- Have not previously participated in a NOHFC-funded internship.

Skills and Experience

- Strong written and verbal communications skills with staff teams and the public
- Independent thinker, analytical problem solver, responsive to organization's needs
- Demonstrated interest and abilities in communications and marketing
- Computer literacy using major platforms and software
- Variety of digital media skills (e.g., design, publishing, social media management)
- Valid driver's license with regular access to a vehicle

To Apply

Please email [resume and cover letter as one PDF document](#) to Laura Peddie at info@gbbr.ca by **March 10, 2023 at 4:00pm**. Only successful candidates will be contacted.

GBB's hiring and standard employee policies and procedures recognize and uphold anti-racist, equitable, and inclusive processes. GBB welcomes and encourages applications from people with disabilities. If you would like to apply to a job, are scheduled for an interview, or have been offered a position within GBB and require accommodations and/or accessibility measures, please email to request.