



JOB POSTING

Education/Outreach Assistant (1)

LOCATION: Sussex, NB

TERMS: Seasonal, full time, with possibility of extension

ANTICIPATED START DATE:
May 15, 2023

SALARY: \$14.50/hr

EDUCATION: High school, college, or university.

JOB SKILLS:

- Strong written and oral communication skills; excellent organizational skills
- Experience with MS Teams and other Microsoft Office programs
- Comfortable in an informal or formal presentation or meeting

JOB DESCRIPTION: Working as part of the KWRC communications team, you will assist our Communications Coordinator (CC) in developing strong educational tools, programs, and messages that help us meet our project deliverables. An asset if you are up to date on the latest Instagram lingo and love to engage folks on the coolest Facebook topics. Website design and creating exciting YouTube content is something you'll get to try. You'll often work as part of a team and navigate MS Teams to keep your coworkers on point. You will help organize in-person and virtual workshops or meetings and provide presentations to local organizations on topics such as invasive species, pollution, and healthy riparian zones. You may also find yourself joining the team outdoors for restoration work and helping to build healthy waterways and communities.

CONDITIONS OF EMPLOYMENT:
Contract position for 40 hours per week
Seasonal

APPLY VIA E-MAIL: ben.whalen@kennebecasisriver.org