



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

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Registered Charitable Organization No. 107646598RR0001

## Environmental Education Technician

### Job Description

Permanent, Full-time Position

#### GENERAL DESCRIPTION:

Reporting to the Manager, Community Outreach and Special Projects, the Environmental Education Technician is responsible for development and delivery of a source protection education and outreach program and LTC's youth education programs. The position is responsible for participating in fundraising activities and initiatives directed toward children's education programs.

#### KEY DUTIES:

1. Implement a Source Protection Education and Outreach Program, on behalf of local municipalities, to educate businesses and residents that are or could be engaged in activities that are significant drinking water threats.
2. Coordinate and deliver:
  - a) Tri-County Children's Water Festival
  - b) Connecting Kids with Nature Program
  - c) Other youth environmental education programs
3. Make presentations and provide hands on activities to day camps, youth groups and schools.
4. Liaise with program sponsors, area schools, and program partners.
5. Participate in various Outreach and Education Events in the watershed as sponsored and/or approved by LTC.
6. In cooperation with the Communications Specialist:
  - a. Develop strategies to acquire donors, retain existing donors and recover lapsed donors, including customized approaches for specific donors and donor types.
  - b. Record all fundraising efforts, donations made and monitor and report on progress toward specific fundraising goals.
  - c. Observe strict confidentiality regarding client and donor information.
  - d. Work with staff to ensure accountability standards to donors are maintained.
  - e. Ensure charitable organization requirements are met.
  - f. Foster ongoing relationships with current and past donors.
  - g. Conduct research and analyse data/information related to donors and fundraising campaigns to identify potential donors and make recommendations for ongoing improvements to the Fundraising Program.
7. Assist with reporting on deliverables and expenditure of funding.
8. Undertake other related duties as required, and as assigned by the Manager, Community Outreach and Special Projects and/or CAO.

**QUALIFICATIONS:**

- Successful completion of a post-secondary program in environmental studies or a related discipline.
- Minimum three years work experience in an environmental field.
- Strong communications, writing, and presentation skills, including the ability to communicate scientific and technical information to both technical and non-technical audiences.
- Experience coordinating youth education programs.
- Experience in education and outreach events for public and stakeholders.
- Experience in organizational fundraising.
- Computer literacy and proficiency using word processing, spreadsheets, database, graphic design software, and presentation software.
- Excellent time management skills and ability to anticipate, recognize, and adhere to deadlines.
- Ability to take initiative and work independently, as well as in a team.
- Positive and professional personal deportment.
- Valid Ontario Class “G” driver’s license and a good driving record.
- Ability to work outside regular business hours, as required.

**CONDITIONS OF EMPLOYMENT:**

- 40 hours/week
- 2020 Annual Salary Range \$49,927-\$58,737

**HOW TO APPLY:**

Email your cover letter (please specify where you learned of the job opportunity) clearly marked “Environmental Education Technician”, along with your resume by October 14, 2020 at 4:00 P.M. to:

Email: [information@LTC.on.ca](mailto:information@LTC.on.ca)

Attention: Anne Anderson, Manager, Community Outreach and Special Projects

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We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.

“working with local communities to protect our natural environment”



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Representing Ontario's 36 Conservation Authorities