



Job Description – Communication and Municipal Outreach Coordinator

Employer: Mersey Tobeatic Research Institute (MTRI)

Position Title: Communication and Municipal Outreach Coordinator

Location: Kempt, NS

Anticipated Duration: Until March 31, 2022, with possibility of extension until March 31, 2023

Salary Information: Commensurate with experience

Hours of Work: 35 hrs/wk

Roles and Responsibilities:

The role of the Communication and Municipal Outreach Coordinator is to provide a supporting role to the Kespukwitk Conservation Collaborative (KCC) and coordinate outreach to municipalities.

The coordinator will work collaboratively with MTRI staff and partners to:

- Co-ordinate and support collaborative workshops/meetings for Kespukwitk Conservation Collaborative members.
- Together with partner organizations and municipalities, identify information needs and coordinate development of a toolkit to support species at risk recovery within municipalities.
- Work with municipalities support development of Municipal SAR stewardship plans and other on-the-ground initiatives.
- Develop and pilot a toolkit to consolidate resources, tools and programs for private landowners to encourage SAR stewardship.
- Strengthen partnership and engagement with Indigenous partners and foster a two-eyed seeing approach to conservation work in Kespukwitk.
- Work with KCC members and MTRI's Priority Place technician to develop a KCC website and/or story map.
- Help coordinate training and networking opportunities for KCC partners.

The position will be based at MTRI's research station in Kempt, NS. A hybrid in-office/remote work model will be considered so long as the intern is able to travel to MTRI for meetings, workshops, and other in-person requirements. Additional travel, particularly around southwest Nova Scotia will also be required. Regular work is Monday -Friday, 35 hours per week, but some evening and weekend work may occasionally be required.

Qualifications/Skills:

The ideal candidate will have a background in conservation and one of more of the following:

- Degree in conservation biology (MSc. preferred)
- At least 3 years of post-grad work experience
- Knowledge of Open Standards for Conservation / Theories of Change
- Experience with environmental or conservation work
- Familiarity with non-profit organizations
- Experience with managing projects, organizing conferences, coordinating meetings, supervising staff, or other managerial tasks
- Experience working with municipalities
- Knowledge of biodiversity conservation and species at risk in southwest Nova Scotia

Candidates should:

- Have strong communication and writing skills
- Be a team player with good interpersonal skills
- Be willing to work with collaboratively with partners and respectfully facilitate conversations that incorporate a variety of viewpoints
- Have a valid driver's license; access to own vehicle is preferred

Application Process:

Candidates will be rated based on education, skills, experience, and personal suitability.

Application deadline is **September 10, 2021**. For further details, please email: info@merseytobeatic.ca. All applications should be emailed to this email address.