

EMPLOYMENT OPPORTUNITY

Communications and Community Outreach Intern



Your Opportunity – shared position between North Bay-Mattawa Conservation Authority and Clean, Green Beautiful North Bay

North Bay-Mattawa Conservation Authority (NBMCA) is a community-based environmental organization. We are dedicated to conserving, restoring, developing, and managing renewable natural resources on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach.

Clean Green Beautiful North Bay (CGB) fosters stewardship of land, water, and community with a focus on raising civic pride and enhancing the beauty of the city. CGB promotes individual responsibility and encourages volunteers, local organizations, government officials, and corporations to address local quality of life issues. Their core values are to inform, inspire and collaborate.

Reporting to the Community Relations Coordinator, the Communications & Community Outreach Intern will further the shared education and outreach goals of CGB and NBMCA. Using creative and effective digital, written, and interpersonal communication strategies and skills, the Intern will undertake activities to inform, educate, engage, and collaborate with the community in environmental activities that would have a social, economic, and environmental impact to the City of North Bay. The responsibilities include but are not limited to:

- Assist in the planning of 2025 CGB outreach initiatives. Collaborate on a communications strategy to raise public awareness of initiatives and goals of CGB.
- Work with CGB volunteers to support and expand clean-up, greening and beautification efforts. Create social media posts, media releases and updates to CGB website.
- Assist with the development of a community outreach and marketing plan related to Communities in Bloom (2025) including the preparation of materials and community profile book, community engagement, and leadership in launching the Communities in Bloom program in North Bay.
- Assist with NBMCA communications and outreach initiatives and events.
- Work in compliance with the Occupational Health and Safety Act, its regulations and NBMCA's safety policies.
- Other duties as assigned.
- Submit reports as requested.

Your Qualifications

- Proven oral and written communications skills.
- Graphic design, social media, and website management skills; videography skills an asset (familiarity with Adobe Creative Suite and Canva an asset).
- Strong interpersonal skills with the ability to work cooperatively and enthusiastically with a range of stakeholders including volunteers, business owners, donors, and the public.
- Work in a professional, positive, enthusiastic manner to deliver superior customer service.

- Well-organized with general administrative, database and file management skills, with attention to accuracy and detail.
- Must have a valid MTO “G” driver’s license with a clean driving record and access to a vehicle.
- Must have a degree/diploma in Business, Marketing, Communications, Community Outreach, Volunteer Management, or another related degree/diploma.
- Candidate must be legally eligible to work in Canada and be 18 years of age or older.
- Candidate must have not previously participated in a Northern Ontario Heritage Fund Corporation funded internship.
- Candidate must be a new entrant into the workforce, or transitioning to a new career, or be unemployed or underemployed entering a new field.

Your Reward

Wage rate of \$22.97 per hour, based on a 35-hour work week.

Contract position: April 7 , 2025 to April 10, 2026.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

To Apply

Please send your resume and cover letter no later than:

Friday, March 21, 2025 at 4:00 pm to:

Email: jobs@nbmca.ca

North Bay- Mattawa Conservation Authority 15 Janey Avenue, North Bay, ON P1C 1N1

We thank all applicants for their interest; however, only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.