



Lakehead Region Conservation Authority

Conserve today...for a better tomorrow

The Lakehead Region Conservation Authority is a local environmental agency with over fifty years of experience in establishing and undertaking programs that further the conservation, restoration, development and management of renewable natural resources in the Thunder Bay area.

Community Relations Officer

We are currently seeking a qualified individual to join our organization in the full-time position of Community Relations Officer. This position is responsible for the development, implementation and co-ordination of an information and education program relating to all Authority programs, projects, goals and objectives.

Qualifications Required:

Post secondary school education in a natural science related field and/or communications with a major course in public relations, marketing and event planning. Experience in public speaking and presentations. Effective communication abilities and ability to research, plan, prepare and present written, audio and visual materials to the general public. Ability to coordinate, promote, and undertake special events. Ability to compile budget estimates and maintain budgetary control within the Community Relations program. Ability to liaise with educators and special interest groups to plan and prepare conservation education programs specific to their needs; lead public tours as time permits. Ability to assist technical staff in Visitor Services Planning for Conservation Areas. Ability to assist with fundraising and administrative functions of the Lakehead Conservation Foundation. Excellent time management skills and ability to work under pressure and coordinate several competing priorities required. Excellent computer skills in both MS Office and graphic applications and must have knowledge of desktop publishing, website design and graphic design. Knowledge of audio-visual equipment would be an asset. The ability to multi-task and function in a team-oriented environment is a must. A strong self-starter who works well independently. The position requires a 35 hour work week but the individual must be willing to work flexible hours and some weekends and overtime during some special events. Excellent interpersonal skills with the ability to relate to and engage people. Maintain confidentiality of sensitive information. Must have good judgment and tact.

Salary Range: \$42,062.00 - \$49,587.00 5 Step Scale

Please refer to our website www.lakeheadca.com for general information about us.

A resume with cover letter, marked private and confidential, addressed to Mervi Henttonen; General Manager/Secretary-Treasurer must be received by Friday, September 3, 2010 (4:30 p.m.) at the Authority Office (FAX Accepted) located at 130 Conservation Road, P.O. Box 10427, Thunder Bay, Ontario P7B 6T8. Fax (807-345-9156).

No email applications will be accepted.

Only candidates selected for an interview will be contacted.