



FLYING SQUIRREL ADVENTURES

All Ages Nature Program in the Annapolis Valley

Summer Job Posting (for youth 18-30)

Job Title: Research & Communications Assistant

Location: Annapolis Valley, Nova Scotia (Kentville area)

Eligibility: This position is open to anyone between the age of 18 and 30.

Timing: Mid-June to mid-August for 30-35 hours per week.

There is some flexibility in timing. Total contract is for 280 hours.

Mostly weekday hours with some partial weekend commitments required.

About Flying Squirrel Adventures: Flying Squirrel Adventures (FSA) is a free outdoor program for young and old in the heart of the Valley. We know that nature is always teaching; FSA helps facilitate the learning about nature IN nature by bringing people together to share, explore and grow. We help people connect with nature through games, activities, challenges, discussions, presentations, workshops and more! The Flying Squirrel is a symbol of being curious and having fun in nature! Also, the flying squirrel is active all through the year, and is very social and hangs out with a group. Just like us!

Visit us on-line for more details: <https://valleyflyingsquirrel.wordpress.com/>

<https://www.facebook.com/flyingsquirreladventures/>

Job Description: You will support the Program Coordinator with various research, outreach and communications tasks related to the program. This may include preparing outing descriptions for the website and social media, researching topic areas and creating interesting posts, writing up monthly outings, researching aligned groups and contacts, reaching out to community groups to increase awareness of the program and supporting communications with partners. You will also be participating in any nature outings occurring during the summer, in a support role. Someone with an interest in nature connection, outdoor recreation and community development could be well suited for the role.

Required skills and assets:

- Must have your own laptop to work from with MS Office suite of programs
- Strong communication skills: written and oral
- Experience using social media (esp. Facebook)
- Comfortable talking to people – in person and on the phone
- Experience researching information on-line and organising it in word docs and excel files
- Professional attitude and a willingness to problem-solve independently
- Comfortable working in a team
- Experience with digital photography and videography a strong asset
- Love of nature and sharing the outdoors

Compensation: \$15/hour



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Deadline: Apply by **end of day Sunday, May 12th, 2019**. Interviews will be conducted the week of May 13th.

Application instructions:

Please send a recent resume with a cover letter stating the following:

- Why you are interested in this position
- Describe any research, outreach and communications experiences you have – the more you can speak to the bullets in the *Required Skills and Assets* section above the better.
- Your comfort with working / being outside in nature (natural areas)

Send your application to valleyflyingsquirrels@gmail.com with **Job application** in the subject line.

Only short-listed candidates will be contacted.

This is an equal employment opportunity:

At FSA we are committed to the principle of equal employment opportunity for all and to provide employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or national origin. Given the funding criteria for this position we are limited to applicants between the ages of 15 and 30.