



# Outreach and Policy Assistant

Temporary | Ottawa

## THE ORGANIZATION

Nature Canada connects the dots between local action and systemic change. For more than 80 years, we have been Canada's voice for nature. We work to ensure that solving the biodiversity crisis is a government priority. We advocate on behalf of other species for habitat protection and good policy. We facilitate mobilization among our extensive network of partners and individual nature-lovers to achieve our shared goals and generate the political will for needed transformation.

## JOB SUMMARY

The Outreach and Policy Assistant will support the Policy and Organizing teams at Nature Canada on projects related to their Protected Areas and Nature-based Climate Solutions campaigns. Areas of focus for the campaign currently revolve around a potential National Marine Protected Area in the Great Lakes, and more general ocean and forest protection. This role consists of projects related to the delivery of community engagement events, coordinating meetings, conducting desktop research, outreach to stakeholders, and other tasks as assigned.

Tasks for the Outreach and Policy Assistant may include but are not exclusive to:

- participating in meetings with community members and local partners;
- collaborating across teams at Nature Canada to support the delivery and ongoing development of protected areas campaigns;
- Undertaking research on protected areas establishment, restoration of nature and the application of other nature-based climate solutions;
- Assisting with administrative duties such as note-taking during meetings

## ELIGIBILITY

Language required for the job: English

- Must be between the ages of 15 and 30 at the start of employment
- Must be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Must be legally entitled to work in Canada, note that International Students are not eligible

The position is based in Ottawa. Our organization is currently operating under a hybrid working model, meaning that for now two days a week will be in our bright and sunny offices, and the other three at home. This position joins a team of Nature Network Organizers and reports to the Director of Organizing.



## **QUALIFICATIONS AND EXPERIENCE**

When assessing your application, we will look for

- Relevant higher education or life experience
- A people-person who is outgoing and friendly
- Some knowledge base in conservation, forests, environmental advocacy or related
- Experience organizing people for change, ideally including engagement with diverse and racialized communities
- Experience providing training or coaching to groups or individuals
- A strategic instinct that can see the opportunities for change to happen and the path to get there
- Experience using a CRM, tracking and maintaining database information
- Strong time management skills, ability to juggle multiple projects at the same time
- Strong verbal, written and digital communication skills
- Fluency in French a strong asset
- Commitment to the mission, values and work of Nature Canada

## **SALARY**

This is a temporary position starting on July 4<sup>th</sup>, 2022 and ending in August 26<sup>th</sup>, 2022. The compensation for this position is \$20.00 an hour, with a 35 hour work week throughout the summer.

## **TO APPLY**

To apply for this position, please send a CV highlighting your relevant skills and a one-page cover letter describing why you want this job to [info@naturecanada.ca](mailto:info@naturecanada.ca) with "Outreach and Policy Assistant" in the subject line.

No calls please. We thank all candidates for their interest, but we will only contact those selected for an interview.