

## POSITION DESCRIPTION

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### JOB TITLE

Communications Intern

### LENGTH OF POSITION

37.5 hrs/wk for 9-16 weeks (grant dependent)

### REPORTS TO

Executive Director

### PAY SCALE

\$11.00/hr

### POSITION LOCATION

Riding Mountain Biosphere Reserve Office  
61 2<sup>nd</sup> Street, Erickson, Manitoba

### CONTACT

Valerie Pankratz  
Box 232  
Onanole, MB  
R0J 1N0

### POSITION PURPOSE

Facilitation, Communication, Education, Advancement of Research with regard to the preservation and conservation of biodiversity, fostering sustainable development and capacity building within Riding Mountain UNESCO World Biosphere Reserve.

The successful applicant will primarily work out of RMBR's office in Erickson, with some outreach work around the RMBR.

### PRIMARY RESPONSIBILITIES

- Assist in research development and update of a rural producers and artisan inventories including sustainable food networks.
- Assist in organizing local markets and workshops for the "At the Farm Gate" buy-local program.
- Assist in the research of local native plant and animal species including the production of text for interpretive signage and assist in development and delivery of presentations for the RMBR "Native Species Garden"
- Assist in the development and delivery of environmental education programming for youth and adults.
- Assist in communications activities including the development of newsletter and website articles, public education and outreach materials, and website and social networking content and strategy.
- Participate in weekly project update meetings and provide regular project updates

### ADDITIONAL RESPONSIBILITIES

- Support other project components and staff as assigned

# Riding Mountain UNESCO World Biosphere Reserve

- Some travel and weekend work may be required

## QUALIFICATIONS

### EDUCATION

- College or university degree/diploma with preference given to those with specialization in Communications, Environmental Sciences, Horticulture, Rural Development or Education.

### EXPERIENCE

- Non-formal experience in any of these areas will be also be considered

### SKILLS

- Excellent written and oral communication in English
- Excellent research skills
- Superior organization skills
- Personable and able to engage with the public
- Experience in event organization and public speaking is an asset
- Good computer skills with proficiency in MS Word, Excel, Publisher and other related business software products
- Graphic design skills are an asset
- Diligent, detailed-oriented individual knowledgeable in all networking functions
- Proven multi-tasking skills in a fast-paced environment, completing projects within time constraints
- Proven high level of motivation and initiative
- Proven teamwork and leadership skills

## ADDITIONAL REQUIREMENTS

- Valid driver's license and a vehicle
- Must be between 15 and 30 years of age (inclusive) at the start of the employment
- Must have been registered as full-time student in the previous academic year and intend to return to school on a full time basis in the next academic year
- Must be a student in a secondary, post-secondary, vocational or technical program
- Must be a Canadian citizen, permanent resident and be legally entitled to work in Canada

**Please email your resume and cover letter by 4:00 pm April 14, 2017**

**To: [rnbr@mts.net](mailto:rnbr@mts.net)**

**Subject: Attention: Valerie Pankratz - Application for Communications Intern Position 2017**