



# Employment Opportunity



## ASSISTANT EDUCATION AND OUTREACH COORDINATOR

Conservation Corps Newfoundland and Labrador (CCNL) is currently seeking an Assistant Education and Outreach Coordinator (AEOC). Through its Climate Change Education Centre (CCEC), the Assistant Education and Outreach Coordinator will be responsible for delivering structured climate change programming, either virtually or in schools and to special interest groups throughout the province. The Assistant Education and Outreach Coordinator will support the development of new/adapted online resources and assist with updating and improving existing resources. The AEOC may also provide assistance to other CCNL programs and may provide support to new projects and initiatives as they arise. Candidates may reside in any area of the province. The AEOC may be required to travel to schools and municipalities throughout Newfoundland and Labrador, as needed. This position has an anticipated start date of February 1st, 2021 and a duration of 18 weeks with the possibility of extension.

### Tasks/Responsibilities:

- Initiate contact with schools and special interest groups to promote current climate change resources;
- Deliver climate change presentations to Kindergarten-Level III students and special interest groups throughout our province, either virtually or in person;
- Update existing educational materials and develop new resources as required;
- Compile and mail classroom resources as required;
- Participate in outreach events that help raise awareness of the CCEC and CCNL;
- Maintain a detailed database of outreach activities, including numbers of people reached;
- Perform a variety of administrative support duties as applicable to the CCEC or CCNL;
- Substantial travel will be required for this position.

### Benefits:

- Competitive salary (based on \$35,000 per annum for 35 hours per week);
- Possible opportunity to work from home;
- Paid travel expenses.

### Qualifications:

- Willingness to travel;
- Completion of post-secondary education in a related field, or equivalent experience;
- Excellent organization, communication, and presentation skills;
- Problem-solving ability, self-confidence, and comfortable in a highly independent work environment;
- Sound judgement, creativity, and maturity;
- A valid driver's license, access to a vehicle with appropriate insurance;
- French fluency considered an asset;
- Working with youth, the ability to obtain Criminal Records Check and Vulnerable Sector Check is required.

### How to Apply:

Candidates must apply with cover letter, resume, and three references before Sunday, January 17th, 2021. Applications to be forwarded by mail, fax or email to:

Hiring Committee, Conservation Corps Newfoundland and Labrador  
Suite 100, 10 Austin St, St. John's, NL, A1B 4C2

Phone: (709) 729-7265, Fax: (709) 729-7270 Email: [applications@ccnl.ca](mailto:applications@ccnl.ca) Website: [www.ccnl.ca](http://www.ccnl.ca)