

**Location:** Winnipeg Office (500 Shaftesbury Blvd.)/ Day Camp locations in Winnipeg

**Workweek:** Flexible (some evenings and/or weekends)

**Workterm:** July-Aug (approx. 9 weeks)

**Salary:** \$13.00/hr, 30 hrs/week

**Closing Date:** May 13, 2022

## JOB DESCRIPTION

Working in the A Rocha Manitoba office, the Admin and Communications Assistant will support the administrative and communications needs of our programs. This role includes assisting the director with engaging our constituency, and other administrative tasks, as well as assisting the program manager and environmental education coordinator with planning and executing summer programming. This role will also be responsible for email marketing production, advertising assistance, website editing, social media maintenance, graphic design, content creation, and/or photography and video editing.

## SPECIFIC DUTIES AND RESPONSIBILITIES

### **Communications (50%):**

- Assist in the story telling of A Rocha through gathering stories and crafting visuals
- Capturing pictures and videos at various A Rocha Manitoba events
- Assist in the monthly production of our e-Newsletter
- Maintaining and updating social media platforms weekly
- Website editing weekly
- Design and implement new strategies to engage our stakeholders

### **Administration (25%):**

- Design and implement new strategies to engage our stakeholders
- Calling and setting up meetings for the director with our constituency
- Assisting the director with other administrative tasks as needed
- Organize databases

### **Program (25%)**

- Assist in the development and delivery of A Rocha Manitoba programs.
- Assist with research and networking among local faith leaders doing environmental work
- Participate in A Rocha community through team days, discussions, events and mentoring
- Other program tasks as needed

## QUALIFICATIONS

- Embodies A Rocha Canada's Vision, Commitments and Core Values.

- Experience and/or education in communications related field.
- Experience in Wordpress, Instagram, Facebook and Mailchimp
- Personal initiative and able to manage details
- Time-management skills
- Willingness to learn

#### REQUIREMENTS

- Criminal record check and Vulnerable Sector check required
- Must be a Canadian citizen, permanent resident, or person with official refugee status
- Must be a youth between 15-30 years of age

#### ASSETS

- Knowledge of local environmental concerns
- Experience in event planning and/or curriculum development
- Experience leading programs for groups of people (summer camp, service club etc)
- First Aid and CPR
- Access to transportation

#### A ROCHA CANADA MISSION, VISION, COMMITMENTS

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision the transformation of people and places by showing God's love for all creation.

##### **A Rocha International 5 Commitments:**

**Christian** – Underlying all we do is our biblical faith in the living God, who made the world, loves it and entrusts it to the care of human society.

**Conservation** – We carry out research for the conservation and restoration of the natural world and run environmental education programs for people of all ages.

**Community** – Through our commitment to God, each other and the wider creation, we aim to develop good relationships both within the A Rocha family and in our local communities.

**Cross-cultural** – We draw on the insights and skills of people from diverse cultures, both locally and around the world.

**Cooperation** – We work in partnership with a wide variety of organizations and individuals who share our concerns for a sustainable world.

#### TO APPLY

To apply, email your cover letter and resume to [manitoba@arocha.ca](mailto:manitoba@arocha.ca) by **May 13, 2022**. If successful, you will be contacted for an interview in the week of May 16, 2022.



**Admin and  
Communications  
Assistant**