



KAWARTHA LAND TRUST

P.O. Box 2338,
1545 Monaghan Rd.
Peterborough, ON K9J 7Y8
705-743-5599
kawarthalandtrust.org

Job Ad – Communications Coordinator

Position: Communications Coordinator

Reports to: Communications Manager

Job Type: Permanent, 1.0 FTE (35 hours per week)

Compensation: Coordinator band \$47,000 to \$57,500 annualized salary (depending on experience, plus competitive benefits package)

Start date: As soon as possible

Overview

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive track record of growth. Our mission is to care for the lands entrusted to us and help others protect the land they love in the Kawarthas. We create nature reserves for future generations by acquiring ecologically important properties and/or interests in properties. We also enhance our stewardship of the land by engaging landowners in land care initiatives through our Partners in Conservation program.

Founded in 2001, KLT protects over 7,350 acres of ecologically diverse lands, some of which include hiking trails that introduce thousands of people to nature in the Kawarthas every year. We have achieved our successes through the work of our dedicated and growing team of donors, volunteers and supporters. Together, we can ensure more natural spaces in the Kawarthas are preserved forever.

KLT works within the Treaty 20 Michi Saagiig Territory and we are dedicated to continuing to create meaningful connections and relationships with First Nations communities in our region as we build upon these connections.

For more information on the Kawartha Land Trust, visit us online at kawarthalandtrust.org and on our social media pages.

Tasks and Responsibilities

Reporting to Kawartha Land Trust's Communications Manager, the Communications Coordinator will assist with and support the development and implementation of internal and external communications and provide support for KLT events. This work will support KLT's land protection, stewardship, and outreach goals. This role will contribute to KLT's ongoing work to protect natural and working lands in the Kawarthas for future generations.

Under the direction of the Communications Manager, the position will be responsible for the following:

- Assisting with the development and writing of high-impact content for KLT's communications channels (e.g., website, events calendar, social media, e-newsletter, etc.).
- Creation, editing, and scheduling of social media posts (photos and videos) for KLT's Facebook, Instagram, LinkedIn, and YouTube accounts and account monitoring in collaboration with the Communications Manager.

- Creating documents, slides, and signs using Canva to support KLT programs.
- Taking photographs and videos at KLT events, protected properties, and for other projects as needed to help support KLT's communications and outreach efforts.
- Organizing and maintaining KLT's photo database.
- Making updates to KLT's website and online events calendar.
- Planning, promotion, set-up, and take-down of KLT events and other event-related duties as required.
- Promoting KLT events via KLT channels, community calendars, slides and posters, and other opportunities as they arise.
- Representing KLT at internal and external events as required.
- Conducting research and preparing reports as directed.
- Supporting and empowering volunteers, as needed, to further KLT's work.
- Providing administrative support as needed.
- Other duties as directed and required.

Required Skills and Competencies

- Excellent writing, editing, and proofreading skills.
- Excellent public speaking skills.
- Excellent people skills with the ability to meaningfully connect with a diverse range of stakeholders.
- Strong team player and ability to work independently within the team.
- Strong project management and time management skills.
- Strong attention to detail and accuracy.
- Strong research skills and ability to distill information for a variety of organizational communications.
- Ability to strategize and problem-solve.
- Strong event planning and promotion skills.
- Ability to work flexible hours and accommodate occasional unplanned requests.
- Strong understanding of social media platforms and other online platforms, including Facebook, Instagram, LinkedIn, YouTube, and Eventbrite.
- Proficient computer skills (Microsoft Office Suite, Google Workspace, CRMS (preferably Salesforce), e-newsletter programs, and Canva).
- Proficiency in WordPress, Adobe Creative Suite, Hootsuite, and/or Later an asset.
- A strong creative design sense and ability to adhere to best practices and organizational branding.

Desired Level of Education/Knowledge

- Working toward, or possess, a degree or diploma in Communications, Marketing or a related discipline, or equivalent experience demonstrating the above skills and competencies.
- Knowledge of the natural world through formal study and/or lived experience would be an asset.

Compensation

All KLT employees are entitled to:

- Ability to flex time throughout the week and work in a hybrid remote-work office.
- 10 paid sick days per year
- RRSP match.

- Working in a supportive office with passionate people who care about the environment and their co-workers. Upon successful completion of the 6-month probationary period set by Kawartha Land Trust, employees are eligible for extended health and dental benefits.

Health and Safety

- Kawartha Land Trust is committed to providing a safe and healthy work environment for all staff.
- Orientation on all relevant health and safety rules and procedures.
- Health and safety training is part of the standard onboarding procedure.

Additional Information

- Must be legally entitled to work according to the relevant provincial/territorial legislation and
- Have a valid G2 license and access to a personal vehicle (mileage will be compensated).
- Must be prepared to work some evenings and weekends.

Application Process

- Your application should include your resume and a cover letter that specifically addresses how your skills and qualifications relate to the role's tasks and responsibilities.
- In your cover letter, please include a summary of why you think the work of Kawartha Land Trust is important, what inspires you, and what you hope to contribute to the role and organization.
- Send your application as a PDF or Word document with the following file name format: Last Name, First Name_ KLT Communications Coordinator).
- You are encouraged to submit 2-3 examples of your writing as links or attachments.
- **Email your cover letter and resume as one document to Kawartha Land Trust at info@kawarthalandtrust.org by 12:00 (noon), February 24, 2025, with the subject line "Communications Coordinator Application."**

Kawartha Land Trust welcomes your interest in this opportunity to make an impact on one of Canada's most outstanding landscapes and engage with a committed community of supporters.

KLT values diversity, equity, and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process.

Thank you for your interest in Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.

For more information about Kawartha Land Trust, please visit us at www.kawarthalandtrust.org.