



KAWARTHA LAND TRUST

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[kawarthalandtrust.org](http://kawarthalandtrust.org)

## Job Ad – Communications Coordinator (Parental Leave)

**Position:** Communications Coordinator (Parental Leave)

**Reports to:** Communications Manager

**Job Type:** Temporary, 1.0 FTE, to cover a parental leave (35 hours per week)

**Compensation:** Coordinator band \$47,000 to \$57,500 annualized salary (depending on experience)

**Expected start date:** October 16, 2025

**Expected end date:** October 15, 2026

### Opportunity

Do you have the ability to create, and support, high impact communications and a talent for planning and implementing seamless events that engage diverse audiences? If so, we would love to hear from you! We are hiring for a temporary position to cover a parental leave for approximately 12 months. This is a great opportunity to join our dynamic staff team and help us promote important conservation work.

### 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 8,100 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](http://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).
- 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.
- Planning, promotion, and implementation 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.
- 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.
- 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 willingness to accommodate occasional unplanned requests during peak periods
- 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.
- 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/diploma in Communications, Marketing or related discipline; or equivalent experience demonstrating above skills and competencies.
- Knowledge of the natural world through formal study and/or lived experience would be an asset.

### **Compensation**

- Ability to flex time throughout the week and work in a hybrid remote-work office.
- 10 paid sick days per year, prorated to the length of your contract.
- 2 weeks vacation time off.
- Working in a supportive office with passionate people who care about the environment and their co-workers.

### **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.
- 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 as a single pdf with the following file name format: Last Name, First Name\_ KLT Communications Coordinator
- 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.
  - Addresses how your skills and qualifications relate to the role's tasks and responsibilities.
- You are encouraged to submit 2-3 examples of your writing as links or attachments.

- **Email your application to [info@kawarthalandtrust.org](mailto:info@kawarthalandtrust.org) by 12:00 (noon), August 25, 2025, with the subject line “Communications Coordinator”.**

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](http://www.kawarthalandtrust.org).