



EMPLOYMENT OPPORTUNITY

Community Outreach Coordinator

LICA is seeking a qualified individual to fill this exciting and dynamic position! The Community Outreach Coordinator position is permanent full-time, working up to 32 hours per week, with the opportunity to transition to 40 hours per week.

The Community Outreach Coordinator is responsible for developing, planning, and delivering environmental outreach programs according to the Board-approved annual work plans. Refer to the attached job description for details.

QUALIFICATIONS:

- Degree or diploma in Education and/or Environmental studies (i.e., geography, biology, forestry, agriculture). Experience will also be considered.
- Proficient in Microsoft applications (Word, Excel, PowerPoint, Publisher, Outlook, Teams) and Adobe applications (Acrobat and InDesign)
- Strong verbal and written communication skills
- Highly organized and detail-oriented
- Ability to adapt to change and multitask
- Ability to work independently and collaborate in team settings
- Experience working with youth and children
- Strong interpersonal, communication, and presentation skills
- Proficient in public speaking
- Self-motivated and passionate about the environment and education
- Innovative, creative, and enthusiastic
- Flexibility in work schedule (evening and weekend work may be required)
- High standards in confidentiality
- Valid Driver's license
- Access to a reliable vehicle and willing to travel throughout the LICA region, with potential overnight stays. Travel expenses will be reimbursed according to policy.

CONSIDERED ASSETS:

- Degree or diploma in other fields of study, including Marketing and Communications.
- Experience in project coordination and facilitation
- Experience in managing social media platforms
- Experience with video editing software
- Past employment and/or volunteering in the non-profit sector

Application Closure Date: April 29, 2024

Anticipated start date: June 3, 2024

For more information about LICA, visit www.lica.ca or call us at (780) 812-2182.

To apply, please submit your cover letter, resume, references, and wage expectations to LICA before April 29, 2024:

Lakeland Industry & Community Association (LICA)

ATTENTION: Kristina Morris, Executive Director

P.O. Box 8237

Bonnyville, AB T9N 2J5

Email: lica2@lica.ca

(Quote "Community Outreach Coordinator Position" in the subject line)

We thank you for your interest; however, only those selected for an interview will be contacted.