

Communications Program Technician (Summer Position)

Job Duration: May 1st, 2024 to August 30th, 2024 (16 weeks)

Hours: 40 hours/week

Office Work Responsibilities may include:

- Assist with Planning, development of materials for, and facilitate online and in person extension events (e.g. workshops, presentations, tours) on topics related to agroforestry, riparian management, and woodlot management.
- Community engagement with stakeholders through website, social media, phone, online, and through in person workshops, tours, and site visits.
- Collaborate with AWES partners and stakeholders within public, private, and non-governmental sectors
- Assist with the development and dissemination of extension materials and tools (e.g. factsheets, infographics, manuals, guides, articles, videos, webpages, or newsletters) on agroforestry, riparian management, or woodlot management related topics.
- Regular content development and management of social media, website, blogs, newsletters and other forward facing material for AWES marketing.
- Assist with the design and implementation of agroforestry, riparian restoration, and woodlot enhancement planting projects.
- Present on progress of assigned projects with the intention of sharing success and seeking guidance from coworkers to develop organizational in individual capacity.
- Seek out engagement and opportunities to support partner Not-for-Profit organizations through in-kind contribution opportunities.

Field Work Responsibilities may include:

- Working extended hours with AWES staff & contractors to support delivery of planting projects and field assessments including but not limited to tree & cutting planting, vegetation management (weeding), supervision of planting contractors, tree watering, and transporting seedlings and tree material.
- Project Assessments with villages, private landowners, and conservation associations utilizing insect and pest, tree, and weed identification skills.
- Workshops & Field days working with AWES staff and contractors to deliver guided walks, field days and other educational content right in the field (or forest).

Qualifications and Skills

- Post secondary schooling and experience working in or knowledge of agriculture, forestry, land management, or related natural sciences.
- Effective writing, time management, and communication skills, including experience with technical writing and presentation delivery.
- Experience working with stakeholders, good interpersonal skills.
- Experience with basic social media (TikTok, Instagram, Facebook, etc.), and software programs such as Canva, Microsoft 365 Suite, Google Suite, Google Earth Pro, or similar software