

MWLT Communications Coordinator

This position is subsidized by Nature Canada's Work to Grow program. To be eligible for this role, applicants must be under the age of 30 at the beginning of the employment period, a Canadian Citizen, permanent resident, or granted refugee status for the duration of the employment.

Job Description

The Magnetawan Watershed Land Trust (MWLT) is seeking a passionate and skilled **Communications Coordinator** to enhance our outreach within the Magnetawan River watershed.

The ideal candidate is enthusiastic about conservation, a creative storyteller and able to support education, outreach, and volunteer-driven engagement related to MWLT. This role is an opportunity to make a meaningful impact while supporting MWLT's mission to protect and preserve the Magnetawan Watershed.

Key Responsibilities

- Develop and lead community hikes and programming.
- Create engaging content for newsletters, social media, and donor outreach, inspiring community engagement and fostering donor support.
- Collaborate with MWLT's Executive Director and Development Committee to create promotional materials and increase community visibility.
- Update and maintain website content to reflect current projects and priorities.
- Assist with marketing and administrative tasks as needed.
- Organize and coordinate logistics for community engagement events.
- Provide occasional support to the Executive Director and field volunteers.

Qualifications

- A genuine passion for protecting nature and supporting conservation.
 - Excellent organizational and project management skills.
 - Strong written and verbal communication skills, with the ability to craft compelling narratives.
 - Discretion and professionalism when handling confidential information.
 - Strong interpersonal skills, with a natural ability to engage and collaborate with others.
 - Self-motivated and able to work independently while thriving in a team environment.
 - Willingness to learn and adapt to new tools, platforms, and processes.
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Working Arrangements

- Reports to: Executive Director
- Status: Part-time (15 hours/week) until March 31, 2027 with possible extension
- Pay: \$30/hour
- Flexibility: Willingness to work occasional evenings and weekends for events and outreach
- Location: Remote work with events and outreach within the Magnetawan River watershed.
- Requirements: A valid driver's license and access to a reliable vehicle **will be required** with compensation for mileage at a company rate.

To Apply

Please send your application to info@mwlt.org.

Our organization practices equal opportunity and merit-based recruitment. Employment decisions are guided by qualifications, experience, and the needs of the role. We strive to be representative of our communities and to maintain a respectful and inclusive workplace culture grounded in professionalism, fairness, and accountability.