



Georgian Bay Biosphere Reserve

52 Cascade Street, Parry Sound, Ontario P2A 1K1

Toll Free: 1-866-214-5745 www.gbbbr.ca

JOB DESCRIPTION YOUTH INTERN – FEDNOR

- Purpose** To support the work of the Board of Directors and their initiatives through programs, projects, grants, workshops and special events. To provide continuity in the office and support and coordinate efforts of other contract employees.
- Supervisor** Becky Pollock 705-746-2204 Email: rebeccapollock@trentu.ca
- Program Responsibilities**
- 1** Multi-party collaboration: Ongoing work for the intern will be to liaise with the network to explore potential partnerships in the efforts of promoting conservation and sustainable community development initiatives.
 - 2** Education and Public Outreach: Building on the multi-party collaboration help develop an outreach education strategy with both public and curriculum material. Together with our partners, adapt materials from the University of Waterloo “biosphere reserves course” for high school and college students. Tasks and deliverables include: public presentations, web communications, media relations and support for fundraising initiatives.
 - 3** GBBR Communications Plan: Develop and implement a communications plan for the GBBR Inc., including: interactive website components, media relations, displays, powerpoint presentations for different audiences, and creation of an annual newsletter to our members and partners.
 - 4** Lake Huron Watershed – A Canadian Framework for Community Action: As part of a small staff team, support the work of this project as required.
 - 5** Species at Risk: As part of a small staff team, support the work of this project as required.
- Other Tasks**
- Support the Director responsible for each initiative
 - Help with the establishment of an office in Parry Sound
 - Administer the office and procure office equipment and supplies
 - Assist with general purchasing and bookkeeping
 - Reporting in a timely manner to the funding organization
 - General administrative support to the Board of Directors
- Deliverables**
1. Deliver a Communications plan
 2. Establish an office in Parry Sound

3. Deliver an educational outreach program
4. Document the fulfillment of program responsibilities and other tasks identified above through regular and end-of-year reporting

Wages	\$27,500 salary (Start: April 1, 2008 End: March 31, 2009). This full-time position is partially funded by FedNor's Youth Internship Program.
Travel	Some travel will be required for workshops, meetings, and other events. Travel outside the biosphere reserve will require advance authorization. Travel expenses will be reimbursed.
Hours	This position works with volunteers and will require some weekend and evening work. Time-off will be provided in lieu of time worked on weekends and evenings. This position is responsible to prepare a weekly and monthly work plan and schedule and share it at least monthly with one's supervisor. This will include planning for lieu time, as it shall not be accumulated past 14 days (to avoid burn-out). A normal work week will be 35 hours.
Authority	Normally will refer media inquiries to one's supervisor, however has the authority to speak to the media about the activities and nature of work (but not interpreting GBBR Inc. policy).
Key Performance Standards (KPS)	<p>Timely response to phone calls and other requests for service, paying particular attention to volunteers such as Board/Committee Members, funders, media and other staff.</p> <p>Unless informed at the time of request the following are Response Standards:</p> <ul style="list-style-type: none">▪ Make best efforts to answer phone by the 3rd. ring.▪ Make best efforts that all telephone messages and e-mails are returned within 3 hours.▪ Make best efforts that all requests for information/material are sent out within 24 hours.
Office Location	Parry Sound, Ontario.
Eligibility	Unemployed or underemployed youth (under the age of 30) who have graduated with a degree or diploma from a post secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship funding Agreement , or other Federal or Provincial Internship with pay for a period of six (6) months or more. Candidates must have reliable transportation.
Job Posting	Detailed Job Description at www.GBBR.ca
Application	Apply to al@alwill.ca with a short cover letter and resume by March 15, 2008. Only successful candidates will be contacted. Thank you for your interest.