

HULLETT PROVINCIAL WILDLIFE AREA



FRIENDS OF HULLETT

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Friends of Hullett (FOH) manage the Hullett Provincial Wildlife Area in partnership with the Ontario Ministry of Natural Resources and Forestry and Ducks Unlimited Canada. **FOH** are currently accepting resumes for an **“Event Coordinator”**. The successful candidate **must be Canadian resident between 15 and 30 years of age**. They will assist with the management of the Hullett Provincial Wildlife Area and various projects of FOH. **This position is funded under the federal Canada Summer Jobs program with a flexible start date.**

Duties include:

- Plan and develop our annual **“User Guide”** with articles and advertisements
- Interacting with partner organizations and the general public
- **Turtle nest protector monitoring and placement**
- **Leading educational outdoor events**
- Educate the public and volunteer groups about the many varied wildlife habitats within our property via social media and web site updates
- Event planning and implementation
- Assisting Friends of Hullett Staff

Required Skills:

- Knowledge of computer systems and a variety of software programs including Microsoft
- Possess superb communication skills (customer service experience an asset)
- Proficient at identifying some native and introduced flora and fauna in order to lead interpretive events
- Detail oriented and independent
- **Valid Class G licence with clean driving record and ATV/UTV experience**
- Ability to conduct field events in various bug infested terrains and inclement weather
- CPR and First Aid Certification an asset
- Pleasure Craft Operators Card an asset/ Hunter’s Safety Certificate and PAL an asset

This is a 16-week contract position. The successful candidate will earn **\$18.50 per hour and work 35 hours per week** starting as early as **May 6, 2024**. The candidate will be expected to work some weekends and must provide safety boots if needed. **Please send resumes and cover letters to the Friends of Hullett by April 29, 2024 via email at fohoffice@tcc.on.ca** . FOH is an equal opportunity employer.

Note: Only those selected for an interview will be contacted.