

HULLETT PROVINCIAL WILDLIFE AREA



FRIENDS OF HULLETT

P.O. Box 1520, Clinton ON N0M 1L0

41378 Hydro Line Road

Phone: (519) 482-7011

Email: fohoffice@hullettmarsh.com

Website: www.hullettmarsh.com

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 **Outreach Coordinator**. The successful candidate will assist with the management of the Hullett Provincial Wildlife Area and various projects of FoH.

Duties include:

- Plan and develop our annual User Guide with articles and advertisements
- Interacting with partner organizations, advertisers, and the general public
- Leading educational outdoor events
- Educate the public and volunteer groups about property via social media and web site updates
- Event planning and implementation
- Assisting Friends of Hullett Staff with property management
- Other duties as assigned

Required Skills:

- Knowledge of computer systems and a variety of software programs including Microsoft Office Suite (ArcGIS and Adobe Cloud experience an asset).
- Possess superb communication skills (customer service experience an asset)
- Proficient at identifying native and introduced flora and fauna
- Experience coordinating volunteers and organizing events
- Detail oriented and independent
- **Valid Class G licence with clean driving record (ATV/UTV experience considered an asset)**
- 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 with the possibility of an extension, pending available funding. Due to specific grant requirements, applicants must be **Canadian residents between the ages of 15 and 30**. The successful candidate will earn **\$20 per hour for a 35-hour work week**. The contract runs from **May 11, 2026, to August 28, 2026, with the potential for extension**. Please note that this role requires some weekend work, and the candidate is responsible for providing their own CSA-approved steel-toed safety boots.

To apply, please submit your resume and cover letter to the Friends of Hullett by April 10, 2026, via email at fohoffice@hullettmarsh.com.

Friends of Hullett is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.