



Development/Sustainability Coordinator

The Kawartha Turtle Trauma Centre (KTTC) is a charitable organization that works to preserve Ontario's native turtles. The KTTC is looking for a hardworking, reliable and enthusiastic individual to develop and implement a sustainability strategy, coordinate volunteers and deliver outreach activities from its turtle rehabilitation centre in Peterborough, Ontario. The position is best suited to someone able to work independently under the direction of the board of directors, outreach coordinator and veterinarian of record.

The ideal candidate possesses a post-secondary degree or diploma in communications, media marketing or public relations with experience in the environmental or science sectors. A graduate of an environmental studies or related science program with experience in communications and/or marketing will also be considered.

Duties and Responsibilities:

- Develop, implement and evaluate sustainable and long-term fund development plans and strategies
- Identify and implement a strategic approach to provide outreach and develop partnerships
- Develop, implement and coordinate training, education and outreach volunteer programs and builds organizational capacity and capability, in accordance with organizational policies.
- Responsible for major aspects of education and outreach volunteer programs, including recruitment, hiring, orientation, scheduling, training, evaluation of volunteers and summer students.
- Answer centre telephone & email; responds to public inquiries and concerns about turtles.
- Receive and admit turtles brought to the centre; ensure detailed and accurate admission and treatment records are kept.
- Maintain timely and accurate records for volunteer programs, including volunteer contact information, scheduling, tasks performed.
- Provide regular activity, progress and analytical reports to the Board

Qualifications:

- At least two years of college-level education.
- Excellent written and verbal communication skills; able to represent the mission, goals and policies of KTTC in a creative and energetic manner.
- Candidates must be able to demonstrate initiative, creativity and the ability to work both independently and as part of a team
- Demonstrated knowledge of Ontario's native turtles and the conservation aspects that are pertinent to outreach.
- Capacity to work within tight deadlines
- Demonstrated organizational skills
- Be motivated, be personable and outgoing
- Able to work flexible hours (some evening and weekend work required).

We thank everyone for their interest however only those selected for an interview will be contacted.

- Valid G-class license and access to own transportation required.
- The job will require some lifting and an ability to climb stairs.

Salary:

- The successful candidate will be awarded a 1 year contract, at \$19/hour for 40hrs a week.

Apply to:

Qualified candidates should email a cover letter and resume, by **5 p.m. on Saturday, December 31, 2011** to: **KTTC Hiring Committee**, jobs.kttc@gmail.com.

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