

Camp Kawartha & The Camp Kawartha Outdoor Education Centre

1010 Birchview Road, Dour-Dummer, Ontario K0L 2H0

Phone: (705) 652-3860 Fax: (705) 652-1500

Email: info@campkawartha.ca Website: www.campkawartha.ca



Pathway to Stewardship and Kinship Administrative Assistant Job Description 2017

Scope of Work:

Under the guidance of the Pathway to Stewardship and Kinship Coordinator – to assist in the implementation of phase two of the Pathway to Stewardship and Kinship Initiative as outlined in the Camp Kawartha/Ontario Trillium Foundation Agreement # CIM2017041202.

Pathway to Stewardship and Kinship Description:

The Pathway to Stewardship and Kinship is an emerging community-based initiative in the Peterborough region that aims to work with families, schools and community groups to provide activities for children and youth that promote physical, mental, and environmental health, and stewardship of natural and human communities. It is a collaboration between agencies working with children in the fields of environment, education and health, and includes the perspectives of many sectors, including the arts and Indigenous communities. A plan of action has been developed through extensive community collaboration, and the initiative is now moving into a pilot-testing phase with the support of the Ontario Trillium Foundation. Office facilities for the project are located at The Mount Community Centre in Peterborough, Ont.

Responsibilities:

- Create and maintain a database of community resources to support the development of the Pathway to Stewardship and Kinship initiative;
- Assist in planning and reporting on meetings of the Leadership Roundtable;
- Assist in the creation and maintenance of a website for the initiative;
- Support project communications and produce promotional materials as required;
- Establish and maintain a social media presence for the initiative;
- Assist with the development of pilot sites in the community. Assist in the administrative logistics of planning and implementing pilot studies;
- Establish a database for tracking evaluation of pilot projects in the community;
- Assist with other duties as may be reasonable assigned.

Qualifications:

- Demonstrated commitment to community-based collaborative initiatives;
- At least two years of experience working in the environmental, health, or education fields;

- Ability to be self-directed and to work independently and as part of a cooperative team. Ability to function effectively in a complex, multi-stakeholder community based project;
- Demonstrated ability to effectively manage data, organize administrative tasks and meet deadlines;
- Proficient in working in Microsoft Office Suite including Word, PowerPoint, Publisher and Excel;
- Ability to establish, maintain and grow a social media presence;
- Familiarity with basic website management is an asset;
- Basic graphic design experience is an asset;
- Access to a personal computer is an asset.

Reporting:

- Report to Executive Director of Camp Kawartha and Coordinating Committee of the initiative.
- Day-to-day guidance provided by Program Coordinator.

Terms of Contract:

- Contract effective until July 31, 2018 with potential for renewal;
- Average of 10 hours per week @ \$25/hr consulting fee to be invoiced monthly to Camp Kawartha;
- Maintaining a detailed log of tasks accomplished to be submitted to Camp Kawartha.

Applications:

Applications must include a cover letter and resume, submitted as one PDF file. Submit applications by email to: jacob@campkawartha.ca Deadline October 20th by 5 p.m. Camp Kawartha appreciates the interest demonstrated by all applicants, but only those selected for interview will be contacted.