

Student Intern Sierra Club Quebec Full Time Summer Staff Position

We are looking for someone to assist with our Quebec Chapter in outreach, networking, coordination, research, and education.

As a member of the Sierra Club Quebec Team, under the general supervision of the Executive Committee and the guidance of our Quebec Chapter Coordinator, the intern will assist in promoting local environmental education and advocacy campaigns and initiatives within the constituency of Laurier-Sainte Marie and the city of Montreal. The Intern will also learn how to promote understanding, co-operation and participation with other like-minded organizations and assist in the development and delivery of community outreach initiatives in cooperation with university campuses, the general public, including all First Nations and Inuit communities in Quebec.

About Sierra Club Canada Foundation

Sierra Club Canada Foundation empowers people to protect, restore and enjoy a healthy and safe planet. SCCF's objective is to protect and restore the health of the natural environment, including communities, by empowering Sierra Club members and its citizens through education and action.

Tasks and Responsibilities:

As part of the staffing team, you will:

- Aid in network and outreach and education activities with other volunteers, stakeholders and organizations
- Help maintain a shared calendar of events, website, social media, and store relevant data on a remote cloud site.
- Assist the coordinator with annual general meetings and conferences by providing information, promoting participation, understanding and co-operation with the National Office as well as different organizations and stakeholders such as First Nations and Inuit communities in Quebec.
- Track and record contact information and liaison with communities ensuring the required documentations are available when needed in campaigns
- Research for background material on computer and help prepare summaries of media coverage of issues, events and response to communication initiatives; assisting with preparing press releases, articles, reports and newsletters.
- Our Quebec Coordinator may assign additional duties when the need presents itself.

Qualifications:

This position is funded by Canada Summer Jobs, so candidates must:

- be between 15 and 30 years of age (inclusive) at the start of employment;

- was registered as a full-time student during the preceding academic year;
- intends to return to school on a full-time basis during the next academic year;
- is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations

For more information on Canada Summer Jobs, see:

In order to qualify for the **Student Intern Sierra Club Quebec** position, we would like for you to have:

- Some post-secondary training in a relevant areas (Environmental Studies, Ecology, Biology, Taxonomy, Environmental or Municipal Planning, Geography, Education, Public relations, Media / Journalism Studies, Computation Arts, Human Rights, Sustainability, Urban Studies)
- Be an excellent communicator and team player
- **Fluent in French and English**
- Have a positive fun attitude, yet professional approach.

Dates and Times of Work:

This is a 7-week position, 30 hours per week, **available from June 26th to September 1st,**

Remuneration: \$11.25 /hr

Due Date: June 9th, or until positions are filled.

Questions regarding the position can be directed to quebec@sierraclub.ca.

To apply, please submit a resume and cover letter outlining your education, experience and interest to quebec@sierraclub.ca. Please write “Student Intern Sierra Club Quebec” in the Subject line.

Sierra Club Canada Foundation is committed to creating a diverse work environment and is proud to be an equal opportunity employer.