



JOB OPPORTUNITY

POSITION: Stewardship Assistant

LOCATION: Work from home (office days). Field work in Point Clark, Kincardine and Saugeen Shores, ON.

CONTRACT TIMELINE: 3-month contract (September – November 2026)

HOURS: 35 hours per week. Generally, Monday to Friday, 9:00am – 5:00pm, however schedule may vary based on project demands.

WAGE: \$22.00 per hour

The Lake Huron Coastal Centre (LHCC) is a registered charity that fosters citizen awareness and action for a healthy Lake Huron coast, inspiring this generation to protect and restore coastal waters, life and landscapes for those that follow. For more information about the LHCC please visit www.lakehuron.ca.

DUTIES

- Assist with managing the *Green Ribbon Champion* program, including leading site assessment, restoration, reporting, and implementing project work as necessary
- Coordinate with project partners.
- Coordinate and deliver community workshops on beach restoration, coastal processes, plant ID, and general beach health practices.
- Work with shoreline property owners to conduct site visits assessing shoreline health and prepare custom beach stewardship plans.
- Attend community events as required. Set up displays, deliver presentations, and engage the public in coastal conservation topics.
- Prepare media releases and complete media interviews for television, print, or radio.
- Create and design educational resources, newsletters, brochures, fact sheets, posters, etc.
- Recruit and manage volunteers, including youth, to implement community beach and dune restoration events.
- Assist with additional Lake Huron Coastal Centre programs as required.
- Additional duties as assigned.

PREFERRED QUALIFICATIONS

- Degree or diploma in ecological restoration, environmental science, ecosystem management, or related disciplines.
- Experience with community outreach in a conservation related program.
- Strong background in conservation and resource management principles.
- Knowledge and experience in ecological restoration projects. Experience with beach and dune restoration preferred.
- Knowledge of Great Lakes coastal ecosystems and coastal processes.

- Experience in project management preferred.
- Able to complete physically demanding tasks outdoors in rugged terrain under various weather conditions.

PREFERRED SKILLS

- Excellent organizational skills.
- Excellent oral and written communication skills.
- Highly motivated self-starter with the ability to take initiative and work without supervision.
- Strong computer skills and experience with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.), email, social media. Experience with Adobe, Wix, Canva, and digital email marketing software such as Constant Contact is an asset.
- Plant identification skills (especially beach-dune plants)
- Experience presenting to various audiences and engaging the general public in complex conservation issues.
- Familiar with MS Office and social media.

OTHER REQUIREMENTS

- Must possess a valid Ontario driver's license as well as access to a reliable vehicle and have appropriate insurance coverage.

To Apply

Interested applicants should send their cover letter and resume in **one** PDF to coastalcentre@lakehuron.ca before the deadline on **Sunday, August 2nd at midnight**. **Include your first and last name when naming your file.**

We thank all applicants for their interest; however, only candidates selected for interview will be contacted.