

NATUREWILD PRODUCTION & DISTRIBUTION INTERN

Type: Part-time, 6-month, contract (Oct 2025-Mar 2026)

Weekly Hours: 20

Location: remote from home, digital team

Compensation: \$20/hour

Reports to: Executive Director



About NatureKids BC:

NatureKids BC (NKBC) is a registered charity that helps children ages 5-12 get outdoors to explore, play, learn about and take action for nature. We do this through an award-winning network of Nature Clubs that extends across BC. Together with our volunteer club leaders, nature mentors and donors, we share a vision of working together to help children develop a love of nature, a lifelong connection to the natural world, and build the environmental literacy and skills to take action for nature.

Employment Opportunity: NatureWILD productions and distribution intern

NatureKids BC is offering a 22-week student position to assist with a challenging and fun variety of tasks related to the production and distribution of our growing and evolving quarterly publication, NatureWILD. The intern's work will advance the public profile of the NatureWILD magazine and will work on career-related tasks, including supporting the production management implementation for the winter, spring and summer NatureWILD issues of 2026.

You Are:

- Passionate about building community through creating engaging youth-oriented publications
- A responsive relationship builder and clear communicator
- A collaborative team player and leader that works well independently within a distributed team
- A lover of details with a knack for organizing yourself and others
- Thrilled to be contributing to a community purpose and mission-driven organization

Responsibilities. The primary tasks are:

- a) update promotional tools and campaigns related to NatureWILD magazine aligned with NatureKids BC brand
- b) support the magazine editors with content collection and editing
- c) conduct marketing research, data entry and analysis related to expanding reach of the publication
- d) interact with NatureWILD development committee volunteers supporting the process of building digital e-version of the publication that will link with NatureKids BC programming
- e) update wordpress website and develop content for social media to promote publication
- f) update the central hub of data collection from contributors and subscribers

Email: info@naturekidsbc.ca • **Office:** 604-985-3059 • **Address:** NatureKids BC, 620 Mt. Seymour Road, North Vancouver, BC V7G 2R9 • **Web:** www.naturekidsbc.ca • **Registered BC Charity:** 849611926RR0001

Qualifications

- Post-secondary education in marketing, communications or publishing with solid understanding of the functions related to full-cycle magazine publishing
- An interest in parks and nature; Enthusiasm for kids and families' access to resources that support learning about nature
- Good communication skills through written, spoken and visual display; experience with communications planning, internal organizational reporting and analysis, content creation for public relations, public outreach is an asset
- Well organized, able to work independently, efficiently, accurately
- Able to establish and maintain careful organization of work tasks; and
- Well experienced with computer programs, including google suite, Microsoft Word and Excel, and design software, and social media platforms.

The start date can begin October 6, 2025.

Email your resume, cover letter and references by 19 September 2025 to Executive Director, NatureKids BC at executivedirector@naturekidsbc.ca with Subject: NatureWILD Production and Distribution Intern.

We thank all applicants for their interest in this position. Only those selected for interview will be contacted.