

COMMUNICATIONS & MARKETING ASSISTANT



Type: Full-time, contract (May2026-Aug2026)

Weekly Hours: 35

Location: Prince George, Kamloops, Burnaby, North Vancouver

Compensation: \$18.50/hour

Reports to: Executive Director

About NatureKids BC:

NatureKids BC (NKBC) is a registered charity that helps children and the grownups who love them 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 supporters, 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: Communication and Marketing Assistant

NatureKids BC is offering several young professional positions to assist with a challenging and fun variety of tasks from several locations across BC this summer. We are seeking interested application in the following regions and time commitments:

Kamloops - 1 position for 16 weeks (35 hours/week)

Prince George - 1 position for 8 weeks (35 hours/week)

Burnaby/North Vancouver - 1 position for 8 weeks (35 hours/week)

The Communications & Research Assistant will work on career-related tasks, including public outreach, supporting a network of local volunteers, communications, historical research and educational resource development.

Responsibilities

The student's work will advance the public profile of the NatureKids BC, and promote tourism and engagement of diverse groups in environmental and nature-related activities. The primary tasks are:

- Represent NatureKids at special events in the community, as appropriate, facilitate explorer days
- Support the online local presence and respond to local public queries, *through social media, wordpress web content and email correspondence*
- Conduct research, data entry and analysis for NatureKids programs that help protect the environment (e.g. Citizen Science, Passport to Nature),

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

- Interact with various volunteer leader and member nature clubs throughout BC;
- Undertake marketing research and communications projects
- Assist in developing and organizing education display materials.

Qualifications

- Post-secondary education in communications, science, or humanities
- An interest in parks and nature
- Enthusiasm for kids and families' access to nature for learning, play, exploration and stewardship
- 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 Microsoft Word and Excel, and design software, and social media platforms.
- Be between 15 and 30 years of age at the beginning of the employment period
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Applicant must be residing in Kamloops, Prince George, Burnaby or North Vancouver

Email your resume, cover letter and references to Executive Director, NatureKids BC at executivedirector@naturekidsbc.ca with Subject: Communications and Research Assistant.

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