



Assistant for Engagement and Communications, Edmonton

Posted by The Nature Conservancy of Canada

Posting Date : 27-Feb-2026

Closing Date : 26-Aug-2026

Location : Edmonton

Salary : \$\$20 Per Hour

Job Requirements

- **Education:** Diploma
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ5311263

Job Description:

Complete job description

Details of the Position: Full-Time, Contract (New Role)

Duration of Contract: Four Months

There has never been a greater need to protect our environment than now. To join a team dedicated to safeguarding our most significant natural regions and the flora and fauna they support, the Nature Conservancy of Canada (NCC) is seeking an Engagement and Communications Assistant.

As the top private, nonprofit land conservation organization in the country, NCC works to preserve our most significant natural places and the wildlife they support. We have united people to save and repair over 15 million hectares throughout Canada since 1962. For the benefit of both Canadians and the environment, NCC employs a cooperative, evidence-based strategy to accomplish conservation success. NCC provides results you can walk on, with seven regional offices nationwide and a national headquarters in Toronto.

NCC acknowledges that Indigenous Peoples have long tended to these lands in accordance with their own legal frameworks and systems of knowledge. We are dedicated to changing the way we operate, promoting conservation as a means of achieving reconciliation, and collaborating with Indigenous Peoples in ways that are meaningful, respectful, and encouraging.

General Description and Goal:

Tell Albertans of all ages about your enthusiasm for the environment! Join the engagement and communications team in Alberta to encourage people to participate in important, practical conservation work with the Nature Conservancy of Canada. You will play a key role in program delivery on the ground as an Alberta engagement and communications assistant located in the Edmonton region. You will also help coordinate community engagement events and volunteer-driven stewardship initiatives on NCC protected sites.

You will collaborate closely with the communications manager and volunteer program manager to create and execute innovative strategies for educating the public about environmental preservation. This position provides the chance to contribute to the activities of a national environmental non-profit charitable organization while gaining practical experience in both office and field settings.

In order to involve people of all ages in important practical conservation tasks, such as habitat restoration, species surveys, and infrastructure upgrades, the Engagement and Communications Assistant will organize and/or direct one-day volunteer events that offer participants an enjoyable and instructive time in the great outdoors. Additionally, property stewards, a longer-term volunteer program on certain NCC-managed sites, will be supported by the engagement and communications assistant.

Additionally, the involvement and Communications Assistant will support outreach and community involvement initiatives, such as booths at regional gatherings, trade exhibitions, and/or special event days. The assistants will also produce communications materials and media assets (photos, videos) for public audiences.

Additionally, the Engagement and Communications Assistant will assist with the region's

communications efforts by helping with writing, social media, and content production that links the public to NCC's conservation efforts. This involves supporting regular administrative chores like asset management and digitalization, collecting and organizing images and media assets, and helping with the creation of digital content. In order to assist maintain consistent, high-quality outreach across numerous channels, the job mixes practical involvement with behind-the-scenes communications support.

For students or recent graduates in the natural or environmental sciences who are interested in communication and the human aspect of conservation, this is the perfect role. The job provides a dynamic blend of public involvement, environmental communications, and practical labor.

Tasks and Accountabilities:

The Volunteer Program Manager and Communications Manager will collaborate closely with the engagement and communications assistant to:

Help organize, plan, and carry out up to ten volunteer events between May and September.

support the development and execution of volunteer property steward initiatives;

Lead volunteers through practical work tasks on rural NCC properties throughout Alberta in collaboration with staff;

Through proactive safety planning, transparent briefings, early problem detection, and efficient incident response throughout all events, you can guarantee a safe atmosphere for employees and volunteers.

Gather, input, and monitor volunteer information, event metrics (such as documentation, assessments, and results), and field data gathered during field-based activities, such as species observations and weed/plant surveys.

Assist with event planning, execution, and monitoring as well as marketing and communication initiatives.

Make sure volunteers are acknowledged and appreciated for their assistance;

Make recommendations for further stewardship initiatives for 2027 based on fieldwork and observations;

Create communications materials tailored to the program (such as factsheets and posters) and advertise volunteer activities to media sources around the province;

Produce, modify, and categorize digital assets, such as images, videos, and documents.

Create communication materials (online content, videos, social media, etc.); provide ad hoc support as required in executing community engagement activities.

As required, provide continuing support to the fundraising and communications teams.

Encourage the creation of content for a range of media and audiences.

Serve as an advocate for NCC in internal and external gatherings and when addressing the media, where appropriate; conduct staff or outside source interviews as required.

Essential Competencies and Qualities:

This position is intended for someone with the following competencies:

Clear verbal and written communication, teamwork, and the capacity to inspire employees and volunteers in hectic event environments are examples of strong interpersonal skills.

admiration for the outdoors, animals, ecology, habitat preservation, and nature.

has knowledge of and interest in educating the public about conservation issues.

proactive, self-starting, and able to work both alone and collaboratively.

performs well in a variety of dynamic settings, such as offices and outdoor spaces, in a range of weather situations (such as extremes in temperature and precipitation), and in a variety of terrain;

is adaptable and willing to work long hours and on the weekends;

enjoys working outside with individuals of all ages;

has shown ability to manage and lead large teams of individuals from a variety of backgrounds;

has a basic awareness of conservation concerns and principles and the ability to identify plants and creatures;

has some basic hand tool knowledge (hammers, loppers, fence tools, etc.); a passion for and background in environmental communication and public involvement; a keen eye for detail combined with outstanding time management and organizing skills;

proactive, self-starting, and able to work both individually and collaboratively;

high degree of familiarity with the Microsoft Office Suite, which includes Word, Excel, PowerPoint, Outlook, and others;

Experience in photography and videography is advantageous;

Experience in graphic design is desirable;

must possess a current Standard First Aid-Level C CPR certificate;

has a current non-probationary (Class 5) a valid driver's license and a trustworthy car.

Conditions of Employment:

This employment will be full-time (37.5 hours per week) for four months, starting on May 4, 2026, and ending on August 28, 2026, subject to financing.

Salary: \$20 per hour.

Edmonton is the base of operations for this role.

The job may include occasional weekend and evening work as well as travel around Alberta (expenses provided).

Deadline for Applications:

March 16, 2026 | 11:59 p.m. EST, 9:59 p.m. MST, 8:59 p.m. Pacific, 10:50 p.m. CST, and 00:59 a.m. +1 AST

At NCC, we're dedicated to creating a safe, healthy, inclusive, and barrier-free work environment where diversity and respect are valued. We aim for audacious conservation accomplishments where equality, diversity, and inclusion (EDI) are the standard. Women, Indigenous people, racialized and visible minorities, people with disabilities, ethnic minorities, and people of minority sexual orientations and gender identities are all encouraged to apply, as are all eligible candidates who possess the abilities and expertise to effectively interact with diverse communities. In addition to encouraging members of certain groups to self-identify, NCC runs a job equality initiative.

Candidates who participate in every step of the screening process might seek accommodations. To make any necessary preparations, send us an email at hr@natureconservancy.ca with your private query. E-mail us at hr@natureconservancy.ca with any inquiries about accessible employment at NCC.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: hr@natureconservancy.ca.

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