

Job Description- 2021/2022 Green Jobs Internship Program

Employer: Town of Annapolis Royal

Position Title: Climate Change Intern

Location: Annapolis Royal

Anticipated Duration: 9 -12 months (contract position)

Salary Information: \$18-\$25/hour depending on qualifications

Hours of Work: Monday to Friday 8:30am-4:30pm, with an hour lunch break, equaling 35 hours per week

Position Summary:

Reporting to the Chief Administrative Officer, the intern will assist in the identification of climate change adaptation and mitigation solutions that are appropriate for the Town and its partners based on their unique ecological, socio-cultural and economic values and characteristics using a collaborative approach that involves community members and subject matter experts. These solutions will be built into the Town's climate change plan to create a shared vision and guide future actions on climate change adaptation and mitigation.

Responsibilities:

1. To assist in identifying what options are available for the Town and area to mitigate against and adapt to the impact of rising sea levels.
2. To identify practical and feasible options from the list of options identified with external advice and assistance from experts in the field (scientific and engineering).
3. To engage local high school students from the AWEC Environment Committee in the creation and delivery of an inclusive public information and campaign to generate public interest and engage the public in the discussion. Deliverables include:
 - Campaign slogan(s)
 - Campaign logo
 - Inclusive communications plan including target publics, best way to reach them, tailored key messages for the various publics identified
 - Campaign materials (posters, flyers, social media, mail drop, email, Town webpage and Facebook page, Instagram, text, etc.)
4. To engage the public in discussions about the mitigation and adaptation options available and the range of choices available.
5. To incorporate public feedback into the climate change plan for the Town of Annapolis Royal and its partners.
6. To assist in identifying possible sources of assistance and funding for financing the plan.
7. To assist in drafting grant applications in support of the climate change plan.

Qualifications/Skills:

Education: College and/or university education in a related field

Experience: Experience relevant to the responsibilities of this position

Skills: Proficiency in word processing and spreadsheet software as well as the use of the English language

Knowledge

- Knowledge of LiDAR
- Ability to access LiDAR flood maps of the Annapolis Basin
- Good technical knowledge of climate change and its impacts
- Good knowledge of effective project management

Ability

- To communicate effectively in writing and orally
- To work effectively independently and part of a team
- To manage own time and the time of others effectively
- To work effectively with people of all ages including seniors and youth
- To accept constructive criticism

Personal Suitability

- Initiative
- Effective interpersonal skills
- Tact and judgement
- Flexibility and adaptability
- Creativity
- Empathy for others

Other Requirements:

- Be between the ages of 15-30 inclusive at the start of the internship
- Be a post-secondary graduate or will have successfully completed post-secondary studies before the internship start date
- Be legally entitled to work in Canada; and
- Be Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada.

Application Deadline: 1:00 pm AST, January 12, 2022

To apply: email cover letter and resume to Sandi Millett-Campbell, Chief Administrative Officer, cao@annapolisroyal.com