



Box 112, KENORA , ON, CANADA P9N 3X1
INFO@LOWWSF.COM

BOARD OF DIRECTORS:

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EXECUTIVE DIRECTOR:

Teika Newton

WATERSHED COORDINATOR:

Meghan Mills

CONTRACT TITLE: Communications & Information Management Specialist
LOCATION: Flexible, but connection to and familiarity with Rainy-Lake of the Woods region essential
RELATIONSHIP: The Communications & Information Management Specialist will be an independent contractor, reporting to the Executive Director of the Lake of the Woods Water Sustainability Foundation
CONTRACT PERIOD: part-time, to March 31, 2026, with possible renewal thereafter
CONTRACT VALUE: \$10,000 plus HST

ORGANIZATION

The Lake of the Woods Water Sustainability Foundation (LOWWSF) is a registered Canadian charity based in Kenora, Ontario. Since 2005, LOWWSF has worked to develop a sustainability plan for the multi-national Rainy-Lake of the Woods watershed, including strategies to better manage the nutrients that drive harmful algal blooms, to prevent and respond to aquatic invasive species, to mitigate contamination risks to surface and groundwater, to ensure systematic monitoring across the watershed, and, increasingly, to respond to impacts of climate change across this complex region and its aquatic ecosystems.

Through our International Watershed Coordination program, we bring together scientists, policymakers, civil society, and international and domestic governments in Canada, the U.S. and Indigenous nations in the Rainy-Lake of the Woods watershed. We connect, sustain and support collaborative watershed governance and activities across the multi-national Rainy-Lake of the Woods watershed.

SUMMARY OF JOB RESPONSIBILITIES

This is a multi-faceted role that requires strong organization and proficiency with time management and work-planning, while offering an exciting and dynamic range of experiences and opportunities. This is a limited, part-time contract that may be renewable following the initial three-month contract term.

The successful candidate will hold two somewhat distinct but overlapping skill sets.

First, we seek an external communications expert who can implement LOWWSF's communications strategy. The candidate will help us improve our outreach and engagement, enhancing how we communicate the value and rich content of our work to diverse audiences, from regional community members to international policymakers, and to prospective donors or supporters.

Second, the successful candidate will leverage their information management expertise to provide guidance on redesigning LOWWSF's internal information technology tools and systems to better support and sustain communications and engagement activities.

KEY ACTIVITIES

Reporting to the Executive Director, the Communications and Information Management Specialist (CIMS) will assist LOWWSF in the following areas:

- 1) Creating and administering LOWWSF's social media and online presence
- 2) Developing external communications products and supporting other members of the LOWWSF in their communications to support public outreach, engagement and education related to LOWWSF's projects and campaigns. The aim of such communications is to enhance and diversify the audience's scope, reach, and engagement to better communicate the value and substance of our work. Products to be developed may include but are not limited to traditional print media such as posters, flyers or brochures; digital media such as TikTok videos, Instagram reels and posts, etc; blogs, vlogs or podcasts; long-form magazine articles or other print content.
- 3) Advising LOWWSF on the redevelopment of its website
- 4) Advising LOWWSF on any redevelopment of its internal infrastructure (e.g. database management, donor platform, etc) and strategies required to best support fundraising and donor engagement, and sustain good organizational governance

QUALIFICATIONS

The CIMS has a passion for is passionate about the Lake of the Woods watershed and its environment.

- Citizenship – Canadian citizen or permanent resident (eligible to work in Canada)
- Languages – English is essential. Knowledge of Anishinaabemowin is a strong asset
- Education / Experience – Bachelor's degree or equivalent diploma in skilled trades related to communications, and/or a minimum of three years of proven, related workplace experience

Specific Knowledge & Skills:

- Excellent written and verbal communication skills in English
- Ability to work interactively with multiple nations, agencies, and stakeholders from different contexts, countries, and backgrounds. Familiarity with Treaties and Indigenous governance frameworks in Rainy- Lake of the Woods is an asset.
- Proficiency with social media platforms (especially LinkedIn and Meta), Microsoft Office, Google G-Suite and Google Workspace, Zoom, and creative design software
- Strengths in data analysis and management
- Familiarity with HTML coding is an asset
- Familiarity with Joomla for website administration an asset, but training is available
- Ability to work independently, with own place of work, computer, and software*
- Limited travel may be required in the Rainy-Lake of the Woods region, including the ability to travel to the USA

*LOWWSF is responsible for purchasing licenses for software that is essential to its operations

Personal Attributes:

- Self-starter and able to work independently, while also being a strong contributor to collaborative teams
- Flexibility and adaptability to an ever-changing work environment
- Excellent interpersonal and organizational skills

- Excellent analytical skills and attention to detail
- Ability to prioritize to meet required deadlines
- A drive for success

COMPENSATION

This contract is for \$10,000 plus HST (or applicable taxes) to be fulfilled between January 1 and March 31, 2026.

APPLICATION PROCESS

Applications will be accepted until **5pm December 15, 2025**.

Please send a resume, the names and contact information of two references, and a cover letter outlining your interest in the position and qualifications to teikanewton@lowwsf.com.

No phone calls please. We thank all that apply, but only candidates to be interviewed will be contacted. Preferred start date is January 1, 2026 or as soon thereafter as possible.