



JOB DESCRIPTION

Do you enjoy digital media, storytelling, and creative design, and want to apply those skills to support conservation efforts in the Long Point region? Long Point Basin Land Trust (LPBLT) is seeking a motivated and creative Summer Communications & Design Assistant to help enhance its outreach, social media presence, and visual communications. This full-time, 8-week position is ideal for a student or emerging professional looking to build real-world experience in nonprofit communications, design, and conservation messaging.

LPBLT is a charitable non-government organization with a mission to preserve and protect the rich biodiversity of watersheds associated with Long Point. LPBLT works to achieve conservation success through land acquisition, management, habitat restoration and species at risk recovery as well as associated outreach and engagement.

Job Title

Communications + Design Assistant

Reports To

Sr. Marketing & Fund Development Manager

Job Overview

The Communications & Design Assistant will support the Land Trust's outreach, social media, and visual communications efforts. This short-term role is ideal for a student or emerging professional interested in conservation, digital media, or non-profit communications and marketing.

Location

This position is hybrid. Some work may involve visiting LPBLT nature reserves or community event locations for photography, videography, or event related support. Scheduling, including any onsite requirements, will be coordinated with the Sr. Marketing & Fund Development Manager.

Term and Salary

This is a full-time, 8-week contract position funded through the Canada Summer Jobs program. The compensation is \$20.00 per hour, based on a 37.5-hour work week. Evening and weekend work may occasionally be required.

Responsibilities and Duties:

- Assist with creating social media content (graphics, short videos, captions, reels).
- Draft and schedule posts across platforms (Instagram, Facebook, LinkedIn).
- Support the design of simple digital and print materials (event graphics, posters, infographics, brochures).
- Help update the website with stories, photos, and project highlights.
- Organize and tag photo libraries; select images for communications use.
- Support email newsletter layout and content preparation.
- Assist with basic field photography or videography as needed (optional).
- Provide general communications support for ongoing outreach, stewardship and fundraising efforts.

Qualifications

- Must be eligible for the Canada Summer Jobs program (age 15–30 at the start of employment).
- Interest in communications, marketing, conservation, or graphic design.
- Basic proficiency with design tools (Canva required; Adobe Creative Suite an asset).
- Familiarity with social media platforms and current content trends.
- Ability to manage tasks, meet deadlines, and work independently.
- Writing and editing skills; ability to match brand tone considered an asset.
- Photography, videography skills are considered an asset.

Application Process

Applications will be reviewed as received, and early applications are encouraged. For consideration, forward your resume and cover letter as a single document (PDF or Word format) to Nicole S. (nicole@longpointlandtrust.ca) by Friday, February 27, 2026, at 5:00 p.m.

While LPBLT appreciates the interest of all candidates, only those applicants selected for an interview will be contacted.