

JOB OFFER

Position Title: Programming and Communications Coordinator

Are you passionate about activity programming and communications? Are you interested in contributing to a meaningful project in the Outaouais region? Do you want to make a direct impact on the environment every day? Join our team!

About the organization

The Fondation forêt Boucher's mission is to protect, preserve, and enhance the flora and fauna of the Boucher Forest, notably by developing its territory and organizing educational projects and environmental events.

MAIN RESPONSIBILITIES

Programming

- Plan, organize, and coordinate activities;
- Ensure a diverse offering adapted to various audiences;
- Oversee the smooth operation of the day camp;

Communications

- Develop, write, and update communication and marketing tools, including graphic design, newsletters, annual reports, and various publications; update the website; produce photos and videos; and manage the Foundation's social media;
- Maintain ongoing communication with community members, park users, donors, and volunteers;
- Organize public relations and media events;
- Propose advertising campaign strategies;

Finance and Management

- Oversee the operations and budget of activities under their responsibility;
- Support the Executive Director and Board of Directors in philanthropic activities;
- Recruit and manage volunteers;
- Prepare various documents related to activities and events, as well as grant applications for special projects;

Profile Sought

- College or university diploma in recreation and leisure studies, event management, communications, public relations, marketing, or any other relevant field;
- Minimum of 2 years of experience in a relevant field;
- Excellent command of spoken and written French / good level of spoken and written English;
- Strong knowledge of information technology, web tools, and visual design software;
- Strong writing and summarizing skills;
- Availability to work occasionally evenings and/or weekends;

Benefits and working conditions

- Annual salary progression;
- Salary starting at \$55,000 per year;
- Paid leave between December 24 and January 2, in addition to statutory holidays, vacation, and ten (10) days of sick or family leave;
- Three (3) weeks of vacation after 1 year;
- Registered Retirement Savings Plan (RRSP);
- Training opportunities offered by the organization;
- Work primarily on-site at our offices and in the field (with occasional remote work possible);

Employment type: Full-time, permanent

Hours: 35 hours per week

Start date: As soon as possible

Work location: 420 Wilfrid-Lavigne Blvd., Gatineau

Interested candidates are invited to submit their application, including a resume and a cover letter in French, to Mr. Martin Chevalier, Executive Director, by email at direction@fondationforetboucher.ca before Thursday, April 16, 2026 at 4:00 PM.