

Safe Quiet Lakes

Job Description: Distribution Coordinator

Scope of Position:

The Distribution Coordinator (DC) will use their organizational skills and outgoing personality to help develop, implement and document a distribution and outreach program to local organizations and to individuals at boating oriented events throughout the summer.

Do you have this?

- Dynamic, self motivated candidate who can work independently.
- Must be recent graduate or currently enrolled in a post-secondary program.
- Previous communication/sales experience preferred.
- Excellent communications and computer skills
- Flexible work hours. Must be able to work weekends (boat shows etc.)
- Use of a car essential. Boating experience preferred.
- Position is based out of Port Carling,
- Familiarity with Muskoka Lakes and strong desire to make our lakes safe for all to enjoy.

What you will be doing

- Distributing our materials and presenting our program to marinas, resorts and lake associations and other local boating oriented groups.
- Calling on each of the organizations by phone, in person or by email as appropriate.
- Booking and presenting at public events and meetings.
- Supporting our Social Media presence.
- Maintaining accurate records activities and reporting on results.

About us:

- **Safe Quiet Lakes** is a grass roots organization formed in 2011 by representatives of lake associations in Central Ontario. Our mission is to:
Make the Muskoka lakes safer and quieter to ensure the sustainable enjoyment of a treasured shared resource.
- We work collaboratively with lake community stakeholders to promote safer and quieter lakes. We believe in respect for everyone who wants to use the lake every day; safe for swimmers and all types of motorized and human-powered craft.
- **Visit safequiet.ca for more information about Safe Quiet Lakes.**

Send Resume by email to: lawton.osler@oslerhr.ca