



Bay of Quinte Remedial Action Plan Program Assistant

Job Description

Temporary Position to March 31, 2018

GENERAL DESCRIPTION:

The BQRAP Program Assistant will report to the Special Projects Coordinator and will assist with the Bay of Quinte Remedial Action Plan (BQRAP) program. This includes data management, digital and hard copy file management, assisting with meetings, workshops and stewardship programs, and development of proposals for future stewardship programs.

PRIMARY DUTIES:

1. Manage and assist with maintenance of the hard copy and digital filing system for the BQRAP program.
2. Assist with the facilitation of BQRAP meetings and workshops.
3. Follow up with landowners participating in BQRAP stewardship programs to verify satisfactory project completion for payment.
4. Assist with the promotion of BQRAP programs.
5. Assist with the development of proposals for BQRAP stewardship programs.
6. Assist with finalizing 2017-2018 reporting for stewardship programs.

QUALIFICATIONS:

- Post-Secondary, college, or other education in environmental studies, resource management or related field, and at least one year experience related to major job tasks is considered an asset.
- Excellent organization and interpersonal skills.
- Experience dealing with landowners and the public.
- Experience with file management, both digital and hard copy.
- Excellent knowledge of Microsoft Office Suite tools.
- Experience with Geographic Information Systems (GIS) and Information Technology (IT) is an asset.
- Excellent problem solving skills.
- Excellent time management and organizational skills.
- Effective written and verbal communication skills.
- Experience working individually and in a team environment.
- Valid Ontario Class "G" driver's license and a good driving record.

CONDITIONS OF EMPLOYMENT:

Contract ■ 40 hours/week ■ hourly rate \$22.66

HOW TO APPLY:

Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked "BQRAP Program Assistant", along with your resume by Monday, November 27, 2017 at 4pm to:

Anne Anderson, Special Projects Coordinator
Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario K8V 5P4
Email: information@ltc.on.ca

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.

“working with local communities to protect our natural environment”



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