

SOURCE PROTECTION PROGRAM ASSISTANT

Job Description

(\$47,139 – \$55,458 annually)

5 days/week to March 31, 2018

For Lower Trent Conservation (60% time allocation):

The Source Protection Program Assistant will report to the Source Protection Program Coordinator for the Trent Conservation Coalition Source Protection Region and will liaise with the Source Protection Committee, partner Conservation Authorities, and municipalities. The successful candidate will assist with Source Protection Plan Implementation, including mapping, data management, file management, the maintenance of a program website, and the coordination/development of guidance materials. The position will also require organization of media events, workshops, and an annual forum.

Summary of Major Tasks:

- Manage and assist with maintenance of the hard copy and digital filing system for the Source Water Protection program and associated website.
- Perform digital map updates, cartography, and associated spatial data management.
- Maintain program website with current information, reports, and guidance materials.
- Support the Program Coordinator in administrative tasks related to the Source Protection Committee including: schedule and attend Source Protection Committee meetings (including occasional evening and weekend sessions); prepare agendas, record meeting issues and decisions, and prepare minutes.
- Attend regional communication meetings and assist with the development of guidance, education materials and surveys to ensure consistency across the Region.
- Support the Program Coordinator and Conservation Authority staff with the organization and hosting of a municipal Source Protection Implementation forum.
- Prepare, format and edit correspondence, memos and reports of a general and technical nature.
- Answer telephone inquiries and respond to correspondence.
- Other related duties as assigned.

For Crowe Valley Conservation (40% time allocation):

The Source Protection Program Assistant will report to the Source Protection Lead for the Crowe Valley Conservation Authority. The successful candidate will assist with supporting local Source Protection Plan implementation including communications, social media and website maintenance, liaising with stakeholders, generating maps, and reviewing technical reports.

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Summary of Major Tasks:

- Support the Lead Source Water Protection Specialist in the delivery of local Source Water Protection activities.
- Develop and update the CVCA Source Water Protection webpage with current information.
- Deliver and track Source Water Protection community and social media events.
- Prepare, format and edit correspondence, memos and reports of a general and technical nature.
- Answer telephone inquiries and respond to correspondence.
- Update and distribute educational program materials.
- Work with municipal staff to support their implementation and annual reporting responsibilities as it relates to the Trent Source Protection Plan.
- Manage and assist with maintenance of the hard copy and digital filing system for the Source Water Protection program.
- Perform digital map updates as required.
- Other duties as assigned.

Qualifications:

- Experience with file management, both digital and hard copy.
- Experience with GIS, in particular ArcGIS and Geodatabases.
- Experience with website maintenance and content development.
- Experience and ability to organize meetings, with the ability to take and produce clear, concise meeting minutes.
- Familiarity with the Drinking Water Source Protection program and demonstrated understanding of the *Clean Water Act, 2006* and associated regulations.
- Ability to understand and translate technical concepts into easily understood terms to be used in communication products.
- Post-Secondary, college, or other education in environmental studies, resource management or planning, and at least one year experience related to major job tasks is considered an asset.
- Excellent working knowledge of Microsoft Word, PowerPoint, Excel, and ArcGIS.
- Excellent organization and interpersonal skills.
- Experience working in a team environment and coordinating the work of external groups.
- A positive and dynamic work attitude.
- A valid Ontario Drivers License.

Conditions of Employment:

- Contract position to March 31, 2018
- 40 hours per week
- This position is subject to approval of draft program budget.

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Deadline:

Forward your cover letter and resume marked "Source Protection Program Assistant" by Wednesday, April 12, 2017 at 4 pm to:

Chris Wilkinson, Source Protection Program 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, but only those selected for an interview 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. LTC 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.

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