



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

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Registered Charitable Organization No. 107646598RR0001

## Environmental Stewardship Technician

### Job Description

6-month hourly, fixed term, contract position

#### GENERAL DESCRIPTION:

This is a fixed term contract position. The Environmental Stewardship Technician will report to the Manager, Community Outreach and Special Projects and will assist with the Bay of Quinte Remedial Action Plan (BQRAP) stewardship programs. This includes data management, digital and hard copy file management, assisting with meetings and workshops, and development of proposals for future stewardship programs.

#### KEY DUTIES:

1. Provide high quality service to meet LTC, partner, and public expectations.
2. Deliver stewardship programs including:
  - a) Assist with the promotion of the programs
  - b) Arrange landowner visits, organize landowner information packages
  - c) Provide advice and information on incentives to landowners participating in the stewardship programs
  - d) Collect soil samples on agricultural fields as per established protocols
  - e) Utilize Geographic Information System (GIS) software to develop field scale maps for program participants
  - f) Process landowner project applications and submit to the Project Review Committee for approval
  - g) Verify satisfactory project completion for payment to landowners.
3. Maintain all records and data related to the programs and assist with BQRAP data management.
4. Manage and assist with maintenance of the hard copy and digital filing system.
5. Provide day-to-day direction to students who may be hired for the program.
6. Adhere with all LTC policies and procedures and ensure that contractors, other agencies, or volunteers undertaking work on behalf of LTC, adhere with LTC policies.
7. Undertake other related duties as required, and as assigned, by the supervisor or CAO.

#### QUALIFICATIONS:

- Post-Secondary education in environmental studies, resource management or related field, and at least one year of 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 driver's license within the Province of Ontario in good standing required.

**CONDITIONS OF EMPLOYMENT:**

- 40 hours/week
- \$29.75 - \$30.64 per hour

**COME WORK WITH US!**

- *We offer competitive wages and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *Flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*
- *We value the professional development and wellness of our employees.*
- *You'll have free access to most of the province's conservation areas.*

**HOW TO APPLY:**

Email your cover letter and resume (Word or PDF file(s) – **no links please**) clearly marked “Environmental Stewardship Technician” by Thursday, April 10, 2025 at 11:59pm to:

Email: [information@LTC.on.ca](mailto:information@LTC.on.ca)

Attention: Anne Anderson, Manager, Community Outreach and Special Projects

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*.

Lower Trent Conservation does not use artificial intelligence to screen or assess candidates.