



# LOWER TRENT CONSERVATION

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

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: [www.ltc.on.ca](http://www.ltc.on.ca) ■ Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

Registered Charitable Organization No. 107646598RR0001

## SHORT-TERM CONTRACT EMPLOYMENT OPPORTUNITY

**POSITION:** Invasive Species Project Assistant

### GENERAL DESCRIPTION:

The Invasive Species Project Assistant reports to the Manager, Community Outreach & Special Projects and works with the Watershed Services Specialist to monitor, inventory and remove priority invasive species, focusing on Invasive Phragmites as part of the Lower Trent Phragmites Management Area. This position is a short-term contract (approximately August through November 2026) with 40 hours per week, with the possibility of evening or weekend scheduled hours.

### PRIMARY DUTIES:

1. Provide high quality service to meet LTC, municipal, partner, and public expectations.
2. Conduct fieldwork activities which include:
  - Mapping Invasive Phragmites along roadways, Lower Trent Conservation owned properties and areas associated with partner organizations using camera equipment.
  - Removal of Invasive Phragmites following Best Management Practices, including but not limited to cutting, bagging, solarization.
3. Use Survev123 and ArcGIS to map invasive species, create maps and analyze data.
4. Upload invasive species data to partner organization databases (EDDMaps, iNaturalist).
5. Collect, manage, and analyze data; ensuring records are complete.
6. Participate in meetings for the Lower Trent Phragmites Management Area, liaising with partner organizations.
7. Contribute to invasive species reports related to grants and data/results summaries.
8. Support LTC staff with coordination, set-up, safety briefings and volunteer coordination for volunteer events and public workshops.
9. Manage and assist with maintenance of the hard copy and digital filing system.
10. Adhere with all LTC policies and procedures.
11. Undertake other related duties as assigned.

## QUALIFICATIONS:

- This position requires at least 1 year of post-secondary education in Biology, Ecology, Environmental Science, Fish & Wildlife, Natural Resources, or related discipline and a minimum of six (6) months experience in one or more of the following areas: invasive species monitoring, public education/outreach, species identification (specifically plants), fieldwork and data collection. A deemed equivalent combination of education and experience is acceptable.
- Must be able to work outdoors and in potentially adverse environmental conditions (for example, adverse weather and uneven terrain).
- Ability to stand, sit, walk for long periods of time and lift, carry or otherwise move objects of approximately 22 kg.
- Knowledge of field work principles such as accurate data recording, use of technical equipment, and record keeping.
- Experience engaging volunteers, community groups, and the public in stewardship and awareness projects.
- Strong written and verbal communication skills (including public presentations and outreach materials).
- Strong computer and database management tools (e.g., MS Office, Outlook, Teams, Internet). Knowledge of ArcGIS applications is considered an asset.
- Strong organizational skills, problem solving skills, and attention to detail.
- Ability to work both independently and in a team and work effectively with minimal supervision.
- Flexibility to work occasional evenings, weekends, and in the field.
- Valid Ontario “G” Driver’s License in good standing such that the license is not expired, suspended, or revoked, and all requirements for driving in Ontario have been met.

## CONDITIONS OF EMPLOYMENT:

- Duration: 16 weeks
- Hourly rate: \$20 to \$24 per hour
- Hours of work: 40 hours per week
- Proposed start date: August 3, 2026

## COME WORK WITH US!

- *We offer competitive wages and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *We are dedicated to fostering a diverse, inclusive and equitable work environment.*
- *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 (a single Word or PDF file preferred – **no links please**) clearly marked “Invasive Species Project Assistant” by July 13, 2026 at 4:30pm local time to:

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

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

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

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Member of Conservation Ontario  
Representing Ontario’s 36 Conservation Authorities

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.

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