Environmental Stewardship Technician
Job Description
Temporary Position to October 31, 2020 (possibility of extension)

GENERAL DESCRIPTION:
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) program and Soil and Crop Collaborative. 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. Provide high quality service to meet LTC, partner, and public expectations.

2. Deliver stewardship programs including:
   a) Provide day-to-day direction to any students who may be hired for the program (provide equipment, training, and ensure work plan completion and quality control)
   b) Assist with the promotion of the programs (brochures, media releases, posters, etc.)
   c) Arrange landowner visits, organize landowner information packages
   d) Provide advice and information on incentives to landowners participating in the stewardship programs
   e) Collect soil samples on agricultural fields as per established protocols
   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 other BQRAP data management.

4. Adhere with all LTC policies and procedures and ensure that Watershed Services Program staff, contractors, other agencies, or volunteers undertaking work on behalf of LTC, adhere with LTC policies.

5. Manage and assist with maintenance of the hard copy and digital filing system.

6. Undertake other related duties as required, and as assigned, by the supervisor or CAO.

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 $23.00

HOW TO APPLY:
Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked “Environmental Stewardship Technician”, along with your resume by February 21, 2020 at 4pm to:

Anne Anderson, Manager, Community Outreach and Special Projects
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.