

**SOURCE PROTECTION PROGRAM ASSISTANT**

**Job Opportunity**

(\$45,711 - \$53,788 annually)

Full Time Contract Position to March 31, 2017

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 file management, the maintenance of a program website, and the development of guidance materials to be placed on the website. The position will also require organization of media events, workshops and forums. Excellent organizational, technical and communication skills are required for this position.

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.
- Maintain program website with current information and existing guidance materials; update and develop new website content including guidance and training materials.
- Promote program accomplishments and milestones through the website and media; organize media events as required.
- 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.
- Coordinate Regional Communication meetings and assist with the development of guidance and education materials by local Conservation Authority staff to ensure consistency across the Region.
- Assist with local Source Protection duties and support the local office where required.
- Support 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.

Qualifications:

- Experience with file management, both digital and hard copy
- Experience with website maintenance and content development
- Experience and ability to organize meetings, 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.

- Understanding of policy development and municipal planning process would be an asset.
- Excellent working knowledge of Microsoft Word, PowerPoint and Excel; ArcGIS experience would be an asset.
- 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 Licence.

Conditions of Employment:

- Contract position from July 25, 2016 to March 31, 2017 (this position is subject to approval of draft program budget)
- Full Time 40 hours/week, \$45,711 - \$53,788 annually

Deadline:

Forward your cover letter and resume marked "Source Protection Program Assistant" by June 21, 2016 to:  
Chris Wilkinson, Source Protection Program Coordinator  
Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario, K8V 5P4  
email: [information@ltc.on.ca](mailto:information@ltc.on.ca) Fax: 613-394-5226  
[www.ltc.on.ca](http://www.ltc.on.ca); [www.trentsourceprotection.on.ca](http://www.trentsourceprotection.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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[www.trentsourceprotection.on.ca](http://www.trentsourceprotection.on.ca)