

SOURCE PROTECTION TECHNICIAN

Job Description

(\$28,793 - \$33,874 annually based on 24 hours per week)

Contract position from June 4, 2018 to March 29, 2019 with potential extension / full time

The Source Protection Technician will report to the Source Protection Program Coordinator for the Trent Conservation Coalition Source Protection Region and will liaise with the Source Protection Committee and partner Conservation Authorities. The successful candidate will assist with Source Protection Plan implementation, including facilitation of the Regional communications working group, the development of guidance materials, drafting of agendas and minutes, file management, and the maintenance of a program website. The position will also require organization of logistics for committee meetings, 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 systems.
- 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 and prepare minutes.
- Prepare, format and edit correspondence, memos and reports of a general and technical nature.
- Coordinate Regional communications working group through organization of meetings and preparation of agendas and minutes.
- Support Program Coordinator and Conservation Authority staff with the organization and hosting of a municipal Source Protection implementation forum.
- Maintain program website with current information reports and guidance materials and ensure compliance with the Accessibility for Ontarians with Disabilities Act.
- Answer telephone inquiries and respond to correspondence.
- Other related duties as assigned.

Qualifications:

- Experience and ability to organize meetings (draft agendas, take and produce clear, concise meeting minutes).
- Experience with file management, both digital and hard copy.
- Experience with website maintenance and content development. Experience with Joomla would be an asset.
- Ability to understand and translate technical concepts into easily understood terms to be used in communication products.
- Familiarity with the Drinking Water Source Protection program and demonstrated understanding of the Clean Water Act 2006 and associated regulations.
- Understanding of policy development and municipal planning process would be an asset.
- Excellent working knowledge of Microsoft Word, PowerPoint, Excel and Geographic Information Systems (GIS).
- Excellent organization and interpersonal skills.
- Experience working in a team environment and coordinating the work of external groups.
- A positive and dynamic work attitude.

- Post-Secondary education in environmental studies, resource management, planning or a related field and at least one year experience related to major job tasks.
- A valid Ontario Drivers Licence.

Conditions of Employment:

- Contract position from June 4, 2018 to March 29, 2019 with potential extension / full time
- Part time 24 hours/week (\$28,793 - \$33,874)

Deadline:

- Forward your cover letter and resume marked "Source Protection Technician" by 4:30 pm on May 11, 2018 to: Chris Wilkinson, Source Protection Program Coordinator, Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario, K8V 5P4 www.ltc.on.ca; www.trentsourceprotection.on.ca email: information@ltc.on.ca

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.

We thank all applicants for their interest but only those selected for an interview will be contacted.

www.trentsourceprotection.on.ca