



SOURCE PROTECTION PLANNING ASSISTANT

Job Description

(\$50,480 – \$58,580 annually)

Contract Position to March 31, 2012

Working closely with the Source Protection Planning Coordinator, the Source Protection Planning Assistant will report to the Source Protection Planning Coordinator for the Trent Conservation Coalition Source Protection Region. The successful candidate will assist in the preparation of the source protection plans for the Trent Conservation Coalition Source Protection Region. In addition to working closely with the Source Protection Committee, the successful candidate will liaise with municipalities, the Province, and partner conservation authorities.

SUMMARY OF MAJOR TASKS:

- Compile, write and organize source protection planning documents
- Develop options for source protection planning policies for consideration of the Source Protection Committee
- Prepare planning reports for the source protection committee, source protection authority boards and staff, municipalities, First Nations, agencies, interest groups and the public, and make presentations, as required
- Assist with the maintenance of the hard copy and digital filing system for the Source Protection program
- Organize and participate in regional and local meetings and prepare minutes, as required
- Participate in provincial source protection forums
- Other related duties as assigned

QUALIFICATIONS:

- Post-secondary education in environmental studies, resource management, or planning and at least three years experience related to the principle job tasks
- Demonstrated ability to communicate effectively in writing & orally
- Excellent working knowledge of Microsoft WORD, ACCESS, Power Point and Excel
- Excellent interpersonal skills
- Experience working in team environments and coordinating the work of external groups
- Understanding of the *Clean Water Act* and its regulations
- Ability to work independently and prioritize tasks in a fast paced environment
- Valid Ontario drivers licence

CONDITIONS OF EMPLOYMENT:

Contract position to March 31, 2012 Full-time (40 hours/week) \$50,480 – \$58,580 annually

DEADLINE: Forward your cover letter and resume clearly marked "Planning Assistant" by Thursday, July 21, 2011 to:

Jennifer Stephens, Drinking Water Source Protection Project Manager
Lower Trent Conservation 714 Murray Street, RR 1, Trenton, Ontario K8V 5P4
Website: www.ltc.on.ca Email: information@ltc.on.ca Fax 613-394-5226

Lower Trent Conservation is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.

www.trentsourceprotection.on.ca