

## Saugeen Valley Conservation Authority

2024 Summer Employment Position: Resources Planning Assistant

Saugeen Valley Conservation Authority (SVCA) invites applications for one Resources Planning Assistant position, reporting to SVCA's Administrative Office.

This position is being funded by *Canada Summer Jobs*. Applicants must be between the ages of 15 and 30 at the beginning of the employment period to be eligible for this position.

### Summary of Functions

The Resources Planning Assistant will work in the Environmental Planning and Regulations Department of SVCA. This position will primarily include database entry, file management, and GIS applications. Duties may also include assisting staff with site visits. The individual will work closely with Authority planning and regulations staff.

### Qualifications

- Possess or working towards a post-secondary degree or diploma in environmental sciences, environmental engineering, natural resources management or a related field;
- Ability to work with GIS software products is considered an asset;
- Proficiency in Microsoft Office Suite;
- Excellent customer service and communication skills;
- Sound analytical thinking, planning, and organization skills;
- Valid 'G' Class Driver's License

### Duties and Responsibilities

- Provide administrative support to the Environmental Planning and Regulations department including record keeping and digitization, document management systems, database management, and data entry.
- Assist in the preparation of relevant background information to support the appropriate department staff.
- Support other activities within the Environmental Planning and Regulations department, as required.

### Work Environment and Conditions

The successful candidate must be willing and able to work in an office environment as well as outdoors. Some site inspections may include physical effort (e.g., navigating uneven terrain, etc.).

## Training

SVCA offers comprehensive on-the-job training, WHMIS, First Aid, and Health and Safety Training.

## Location

SVCA's Administrative Office, 1078 Bruce Road 12 Formosa, Ontario.

## Work Period

- 15 weeks (approx. May to August 2024)
- 37.5 hours per week

## Wages & Benefits

- \$18 / hour
- 4% vacation pay
- OMERS pension plan (optional)
- Employee Assistance Program

## Closing Date for Applications

April 1st, 2024

Please submit your cover letter and resumé outlining how your experience meets the necessary qualifications by email to:

Janice Hagan, Executive Assistant, Saugeen Valley Conservation Authority  
j.hagan@svca.on.ca

Email is the preferred submission method. Submit your cover letter and resume as one .pdf document. The document file name and email subject line should be your name followed by \_CSJ2024EPR (EG. Janice.Hagan\_CSJ2024EPR.pdf).

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

SVCA is an Equal Opportunity Employer. In accordance with *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), SVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations or more information about accommodation, please visit:  
[www.saugeenconservation.ca/access](http://www.saugeenconservation.ca/access)

All personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).