



# Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 [www.rrca.on.ca](http://www.rrca.on.ca)

## Employment Opportunity

**Title:** Project Coordinator  
**Reports To:** Team Lead, Communications and Stewardship  
**Location:** Raisin Region Conservation Authority Administration Office,  
18045 County Road 2, Cornwall

**Position Type:** Full-time, 1-year contract

**Salary Range:** To be determined

**Start date:** April 2023

**Summary:** The Project Coordinator is part of a multi-disciplinary team at the Raisin Region Conservation Authority (RRCA) primarily supporting land stewardship and outreach.

**Main responsibilities:** (This is not an exhaustive list)

- Coordinate RRCA's Cooper Marsh Biodiversity Project (e.g. long-term management planning, community engagement, biological inventory, invasive species control, etc.).
- Coordinate environmental stewardship projects and other initiatives at RRCA Conservation Areas and beyond.
- Support environmental monitoring initiatives.
- Prepare outreach content development and planning for RRCA's website, social media platforms, press releases and communications products.
- Research funding opportunities and prepare funding proposals/progress reports.
- Perform work in accordance with the provisions of the Occupational Health and Safety Act and Regulations and all corporate/departmental policies and procedures related to Occupational Health and Safety.
- Perform other duties as required.

**Education/Experience:**

- Graduate of a university or college program in environmental science, natural resources, or related field.
- Valid Ontario Glass G Driver's License or equivalent.



**Raisin Region**  
**Conservation Authority**

**Skills:**

- Strong communication skills (oral and written)
- Strong organizational and time management skills
- Excellent problem-solving skills, collaborative decision-making and analytical skills
- Ability to work in a team or independently
- Strong computer skills, specifically Microsoft Word, Excel, and Outlook
- Adaptable to shifts in priorities or processes
- Bilingualism (English and French) is considered a strong asset

**Weekly Hours:** 35 hours, Monday to Friday with the occasional evening and weekend work required

**To apply:** Please submit your cover letter and resume to [lisa.vandeligt@rrca.on.ca](mailto:lisa.vandeligt@rrca.on.ca) indicating the position title in the e-mail subject line. Documentation must be submitted as MS Word or PDF.

**Application deadline is Friday, March 3, 2023 at 4:00 pm.** We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The RRCA is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code. The RRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

**Date Posted:** February 15, 2023

**Closing Date:** March 3, 2023