



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

Employment Opportunity

Title: Public Information Coordinator
Reports To: Team Lead, Communications and Stewardship
Location: RRCA Administration Office, 18045 County Road 2, Cornwall ON

Position Type: Full-time, permanent
Salary Range: \$52,578.35 - \$65,722.94, plus benefits
Start date: September 2024

Summary: The Public Information Coordinator is part of a multi-disciplinary team at the Raisin Region Conservation Authority (RRCA), supporting all RRCA programs and services.

Main responsibilities: (This is not an exhaustive list)

- Support administration and communications of RRCA programs and services.
- Coordinate information requests received in-person or by phone/e-mail/social media.
- Support municipal and stakeholder engagement through presentations and memorandums.
- Support content development and planning for RRCA's website, social media platforms, press releases and communications products.
- Organize special events, workshops, and tours, as required.
- 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.

Minimum Education/Experience:

- College diploma in communications, natural resources, environmental science, or related field.
- Valid Ontario Class G Driver's License or equivalent.



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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 required

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 indicating the position title in the e-mail subject line. Documentation must be submitting as MS Word or PDF.

Application deadline is Thursday, August 8, 2024. 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: July 18, 2024

Closing Date: August 8, 2024