



## Job Description

**Title:** Administrative and Outreach Assistant

**Reports To:** Team Lead, Communications and Stewardship

**Summary:** The Administrative Assistant 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.
- Support information requests received in-person or by phone/e-mail/social media.
- Assists with planning and delivery of RRCA's events and community outreach.
- Support archiving of historical documentation (e.g. photos, newspaper articles, etc.).
- Identifies funding opportunities and prepares funding proposals for RRCA's programs and services.
- Performs 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.
- Performs other duties as required.

### Qualifications/Experience:

- Enrolled in or recent graduate of a post-secondary institution.
- Valid Ontario Glass G Driver's License or equivalent.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic/experience requirements.

### 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.
- Adaptable to shifts in priorities or processes.
- Strong computer skills, specifically Microsoft Word, Excel, and Outlook.

- Bilingualism (English and French) is required.

**Location:** 18045 County Road 2, Cornwall, Ontario

**Employment Period:** April 2023 to August 2023

**Position type:** Seasonal contract position

**Pay Range:** To be determined

**Hours of Work:** Thirty-five (35) hours per week. Typical hours are Monday to Friday from 8:30 a.m. to 4:30 p.m. with the occasional evening and weekend work required.

**To apply:** Please submit your cover letter and resume to [josianne.sabourin@rrca.on.ca](mailto:josianne.sabourin@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, February 3, 2023 at 4:00 pm.** Applications may be accepted after the deadline, if required. Only applicants 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*.

**Prepared:** January 11, 2023