



NATURE INTERPRETER

Reports To:	Team Lead, Communications and Stewardship
Location:	Cooper Marsh Conservation Area, 20020 County Road 2, South Glengarry, ON
Start Date:	April 2024
Position Type:	Contract (4 months) with possibility of extension
Pay Range:	To be determined
Hours of Work:	Thirty-five (35) hours per week. Typical hours are Wednesday to Sunday from 9:00 a.m. to 5:00 p.m.

The Nature Interpreter is part of a multi-disciplinary team at the Raisin Region Conservation Authority (RRCA). The Interpreter greets and guides visitors at Cooper Marsh Conservation Area, ensuring all visitors have a positive experience.

Main Responsibilities: (This is not an exhaustive list)

- Greets and guides visitors and visitor groups at Cooper Marsh Conservation Area.
- Learns about Cooper Marsh Conservation Area, including amenities, management, and biological characteristics to effectively interact with various audiences.
- Ensures amenities, trails, displays, equipment, supplies, etc. are well maintained.
- Delivers and supports coordination of education, outreach, and stewardship initiatives at Cooper Marsh Conservation Area.
- Identifies funding opportunities and prepares funding proposals/progress reports for RRCA's programs and services.
- Supports content development and planning for RRCA's workshops, education programs, website, social media platforms, press releases, and communications products.
- Supports environmental education, monitoring and stewardship at off-site locations, as needed.
- 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 in ecology, biology, natural resources, environmental science, education, or related field.
- Valid Ontario Glass G Driver's License or equivalent.

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 considered a strong asset

To apply: Please submit your cover letter and resume to josianne.sabourin@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 Friday, February 2, 2024 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

Modified: January 10, 2024