



STEWARDSHIP AND OUTREACH ASSISTANT

Reports to:	Team Lead, Communications and Stewardship
Location:	Cooper Marsh Conservation Area (20020 County Rd. 2, South Glengarry, ON) and Raisin Region Conservation Authority main administrative office (18045 County Rd. 2, Cornwall, 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, Monday to Friday with the occasional evening and weekend work required

The Stewardship and Outreach Assistant is part of a multi-disciplinary team at the Raisin Region Conservation Authority (RRCA). The Assistant will support activities related to outreach and stewardship.

Main Responsibilities: (This is not an exhaustive list)

- Support RRCA stewardship programs (e.g., tree planting, habitat restoration/enhancement projects, etc.).
- Support RRCA technical projects, monitoring initiatives and associated reports.
- Support RRCA education and outreach (e.g., tree giveaways, community events, Cooper Marsh Visitors Centre programming, geocache maintenance, etc.)
- Research funding opportunities and prepare funding proposals/progress reports.
- Support content development and planning for RRCA's website, social media platforms, press releases and communications products.
- 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:

- 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 an 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 submitted 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 10, 2024