



Job Description

Title: Planning Assistant

Reports to: Team Lead, Watershed Management

Summary: The Planning Assistant will assist the Planning & Regulations Department as well as the Finance Department with the ongoing digitization and archiving of reports, maps, correspondence, permits and files.

Main Responsibilities: (this is not an exhaustive list)

- Scanning paper records to PDF format using an electronic desktop scanner
- Prepare and organize correspondence, perform data entry, and word processing functions, and create a variety of documents.
- May be required to provide customer service assistance by performing reception duties, responding to public and/or internal inquiries and performing financial duties (e.g. accurately processing payments and performing basic mathematical calculations).
- Assist with small or large scale archival / filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents.
- Plan, organize, coordinate, and manage daily assigned work.
- May be required to support RRCA stewardship activities (e.g. tree planting), as needed
- The planning assistant will be required to work at the RRCA administration building, adhering to workplace safety and COVID-19 policies.

Skills:

- Knowledge of Microsoft Office applications, such as Word and Excel, as well as databases, email, and the internet
- Experience of electronic file and paper management systems to secure, classify, manage, and store documents.
- Ability to work outdoors and in variable weather conditions
- Ability to work with others and independently
- Ability to perform general administrative skills including excellent computer skills
- Must be detail oriented, able to work autonomously, familiar with Microsoft Excel, able to perform repetitive tasks with high precision.

Qualifications:

- Demonstrate public relations skills
- Strong organizational skills and attention to detail
- Criminal / Vulnerable sector check is required
- First Aid and CPR certification is an asset
- Valid Class G Driver's License with a clean abstract
- Must provide and wear CSA approved safety footwear

Location: Raisin Region Conservation Authority Administration Office, 18045 County Rd. 2, Cornwall, ON

Start Date: April 2023

Position type: Seasonal contract position (length of contract TDB)

Pay Range: To be determined

Hours of Work: Average of thirty-five (35) hours per week, Monday to Friday, 8:30 to 4:30.

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 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