



**SOUTH NATION
CONSERVATION
DE LA NATION SUD**



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Environmental Planning Assistant

Employment Period: 6 months, with possibility of extension

Compensation: To be determined

Full Time - 35 hours per week

Position Summary:

Reporting to the Director of Planning and Engineering, this position is responsible for assisting with the development of Source Protection Plans for the Raisin-South Nation Source Protection Region. This position will also assist in the day to day operations of Planning and Engineering department.

Requirements

- Bachelors' Degree in environmental science or policy, environmental engineering, geography, planning, watershed management, or a related field.
- Some working knowledge of environmental legislation, technical guidelines and studies.
- Some knowledge of environmental policy development and watershed management planning.
- Effective in presentations, community and technical consultation processes and procedures.
- Excellent organizational, task and time management skills.
- Effective with the use of computers and knowledge of Microsoft Word, Excel, Internet Explorer and Email.
- Valid Ontario Drivers License.
- Bilingual (English and French) an asset.

Responsibilities

- Conduct background research regarding existing policies and programs, including current best management practices and regulatory roles.
- Assist with policy development, which includes the creation of draft policies, the rationale to support those policies and an implementation program.
- Assist with drafting the source protections plans for the Region.
- Provide liaison between the Authority, public and municipal staff, developers, consultants, etc.
- Coordinate meetings, presentations, and stakeholder consultation.
- Assist with Planning and Regulation applications and related duties.
- Perform other duties as required and assigned.

LOCATION: The South Nation Conservation office is in a rural location in Finch, Ontario, southeast of Ottawa.

Forward Resumes, hard copy or email, by May 27, 2011 at 4 pm to:

Jennifer Boyer, M.Sc., MCIP RPP, Senior Planner
38 Victoria Street, PO Box 29, Finch, Ontario, K0C 1K0
1-877-984-2948, jboyer@nation.on.ca

Please quote “**Environmental Planning Assistant**” in the subject line. Resumes submitted via email must be in Word or PDF format. Only those candidates selected for an interview will be contacted. Thank you for your interest in South Nation Conservation.

Our Local Environment. We're in it Together.  *Notre environnement. Nous le partageons.*

