



## *Corporate Services Student*

### **Full time, Finch, Ontario**

**Hours:** Monday-Friday (8:00 a.m.-4:00 p.m.)

**Salary Range:** TBD

**Start Date:** May 1, 2017

At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead innovative projects to protect and enhance our local environment.

### **POSITION DETAILS:**

The incumbent will work in a multi-disciplinary team environment. Responsibilities are to assist in the completion of activities concerning the Authority's administrative, human resources, information technology and office management functions. This position reports to the Director, Organization Effectiveness.

### **WHAT YOU OFFER:**

- Attending college or university; studying environmental, business or related field.
- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Enthusiasm, determination and the ability to work independently.
- Familiarity with computers and Microsoft Office programs.
- Bilingualism (French and English) is an asset.
- Valid Class "G" Ontario Driver's License.

### **LOCATION:**

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.





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**CONSERVATION**  
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**SUBMISSION INFORMATION:**

Forward resumes and a writing sample by 8am on February 3<sup>rd</sup>, 2017 to:

Hannah Jackson  
Accounting Analyst, Corporate Services  
hjackson@nation.on.ca

Please quote '*Corporate Services Student*' in the subject line. Submitted resumes must be in Word or pdf format.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted. This position is funding dependent, the number of positions will be dependent on the amount of funding received.