



Property and Approvals Assistant

Full time, Finch, Ontario

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

Salary Range: TBD

Start Date: September 6, 2016

Duration: 6 months from start date

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:

Responsibilities include assisting with the completion of activities concerning the Authority's property management and approvals requirements. The incumbent will be part of a team of eight recent, university graduates who will be working together on an environmental data management project.

The Property and Approvals Assistant is responsible for a variety of development, planning and regulatory tasks throughout the Authority. This position reports to the Director, Property and Approvals.

WHAT YOU OFFER:

- Graduate with Diploma or Bachelor's Degree in Geography, Planning, Engineering, Environmental Sciences, Natural Resources or related discipline.
- Knowledge of basic forestry, fishery, water, environmental conservation qualities and file management
- Excellent organizational and interpersonal skills.
- Relate well in both team-oriented and independent situations.
- Ability and aptitude for field work, including occasionally working under physically demanding situations.
- Excellent written and verbal communication skills.
- Enthusiasm, determination and the ability to work independently.



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- 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.

SUBMISSION INFORMATION:

Forward Resumes and a writing sample by 8am on August 5th, 2016 to:

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

Please quote '*Property and Approvals Assistant*' 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.