



Property & Approvals Student



Full time, Finch, Ontario

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

Salary Range: To Be Determined

Start Date: April 30, 2018

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 property management and approvals information and tasks. This position requires a working knowledge of activities related to the collection, storage, analysis, and reporting of property management and approvals information and tasks. This position reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Attending college or university; studying environmental, business or related field.
- Knowledge of environmental approvals and corporate policies
- Experience completing outdoor work and projects.
- Experience with multiple projects and interdepartmental communications is an asset
- Strong communication skills (both oral and written)
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- 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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SUBMISSION INFORMATION:

Forward resumes, a writing sample and references by 8:00 am on February 2, 2018 to:

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

Please quote *'Property & Approvals 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.

South Nation Conservation Authority is committed to providing materials in an accessible format and with communication supports to persons with disabilities, upon request.