



Administration Student

Contract: 4 Months (16-weeks)

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

Salary Range: \$17.60 – \$21.17 per hour

Start Date: May 4th, 2026

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

SNC's strength lies in our fantastic relationships and our diverse experience applying watershed 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 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 administration and office management functions. This position reports to the Director of Finance.

WHAT YOU OFFER:

- Attending college or university; studying business, administration, or related field.
- Previous office experience is an asset.
- Experience with answering phones, scanning, accepting payment, and file management.
- Experience working with the general public.
- Experience with computers and Microsoft Office programs.
- Excellent organizational, interpersonal skills and customer service skills.
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class "G" Driver's License.





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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, a writing sample and references by 8:00 am on January 19th, 2026 to:

Hannah Jackson

Accounting and Human Resources Specialist

hjackson@nation.on.ca

Please quote '*Administrative 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. This position is for an existing vacancy.