



Approvals Assistant



Full time, Finch, Ontario

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

Salary Range: To Be Determined

Start Date: September 23rd, 2019

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 and implementing it through development review at the community level.

Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the opportunity to lead innovative projects to protect and enhance our local environment.

POSITION DETAILS:

The incumbent will work in a multi-disciplinary team assisting with the Authority's planning and approvals deliverables including policy development for natural heritage, resource protection and sustainable development. This position requires a working knowledge of environmental policy and basic understanding of municipal and Conservation Authority planning and permitting. This position reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Attending or recently completed post-secondary education in planning, environmental science, geography or related field.
- Knowledge of environmental planning and policy.
- Experience working with legislation and development projects.
- Experience with multiple projects and interdepartmental communications is an asset.
- Strong communication skills (both oral and written).
- Bilingualism (French/English) is an asset.
- Valid Class "G" 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.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

SUBMISSION INFORMATION:

Forward resumes, a brief writing sample and references by 8:00 am on September 6th, 2019 to:

Hannah McMillan
Accounting Analyst, Corporate Services
hcmillan@nation.on.ca

Please quote '*Approvals Assistant*' in the subject line.
Submitted resumes must be in Word or pdf format.

All applicants must meet the eligibility criteria by the funding agency, [ECO Canada – Science Horizons Youth Internship Program](#).

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