



Property and Approvals Assistant II

Full time, Finch, Ontario

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

Salary Range: To Be Determined

Start Date: September 28, 2020

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 requirements. This position reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Post-Secondary education in geography, planning, engineering, natural resources, or related discipline.
- Knowledge of basic forestry, fishery, water and conservation qualities and issues.
- Knowledge of/experience with effective land and resource management.
- Experience in project planning.
- Experience working with a range of stakeholders including Councillors, community organizations, contractors, and landowners.
- Familiar with the municipal, provincial, and federal roles and responsibilities for land use planning and environmental management.
- Familiar with and ability to interpret the *Endangered Species Act*, the *Clean Water Act*, the *Environmental Assessment Act*, *Conservation Authorities Act*, *Lakes and Rivers Improvement Act*.
- Excellent interpersonal skills to develop and maintain effective working relationships.
- Excellent organizational skills
- Excellent verbal and written communication skills.
- Excellent with computers including Microsoft Office programs and GIS applications.
- Enthusiasm, determination, and the ability to work independently and in a team environment.
- Bilingualism (French and English) is an asset.
- Valid Class "G" Driver's License.



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WHAT WE OFFER:

- You will join an organization with over 70 years of history.
- You will have the opportunity to work with a solutions-focused team and develop your skills.
- You will work for an organization that places tremendous value on the professional and personal development its employees.

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 references by 8:00 am on August 28, 2020 to:

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

Please quote '*Property and Approvals Assistant II*' 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.