



Assistant, Source Protection

Cataraqi Conservation is seeking a highly motivated individual to fill the position of Assistant, Source Protection within our Watershed Planning and Engineering Department. Cataraqi Conservation works with local communities to conserve natural resources in southeastern Ontario watersheds. For more information, please visit: www.cataraqiconservation.ca.

Location: Kingston, Ontario
Status: Full-time, Contract ending December 31, 2023
Hours: 35 hours per week
Compensation: Level 11 (2022 salary rate) (\$42,169-\$56,225, pending experience)

The Assistant, Source Protection position is responsible for supporting the implementation of the Provincial Drinking Water Source Protection program in partnership with 12 municipalities. Working alongside the project coordinator, this position will assist with the on-going Amendment to the Source Protection Plan under the Clean Water Act, 2006 and work with stakeholder groups to protect drinking water sources.

Key Responsibilities:

1. Assist the Source Protection Coordinator with the following duties under the Drinking Water Source Protection Program:
 - Coordinate administration, communications, and participate in working group, Source Protection Committee and Authority meetings.
 - Work with stakeholders to better understand local drinking water systems and interests.
 - Prepare material and assist in the consultation process of the Source Protection Plan Amendment.
 - Complete mapping and document revisions for AODA compliance to assist in the Source Protection Plan Amendment.
 - Develop and implement initiatives in support of the Ministry of the Environment, Conservation and Parks Best Practices for Source Water Protection, such as education and outreach material, review of drinking water systems.
 - Support the development of Annual Reporting on initiatives within the Source Protection Plan.
 - Prepare, format, and edit correspondence, memos, and reports of a general and technical nature.
2. Support the Watershed Planning and Engineering Team, as required.
3. Other duties as assigned.

Qualifications:

- Degree/Diploma in geography, civil or environmental engineering, environmental science, environmental policy, or a related discipline
- Specialization in GIS and / or data management an asset
- 2+ years related experience
- Knowledge of the *Clean Water Act* and Ontario's source protection program
- Experience writing and presenting to various audiences
- Experience preparing presentations and developing educational material

- Excellent oral and written communication skills, and ability to work effectively independently and with colleagues in a team environment
- Demonstrated interpersonal, problem solving, presentation and organizational skills
- Data entry, analysis, and proficiency with the full suite of Microsoft Office software
- Accuracy and attention to detail
- Ability to adapt and thrive in a changing work environment
- Ability to occasionally assist with field collection of environmental data
- Valid Class G Driver's License or equivalent required

How to Apply:

Interested candidates: please submit an electronic mail message with your name and "Assistant, Source Protection" in the subject line, with a cover letter and résumé in PDF Format attached, **by 12:00 PM EST (noon) on Monday November 7, 2022** to:

Kelsey Guerette
Cataraqui Conservation
mailbox@crca.ca

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. Cataraqui Conservation is an equal opportunity employer. Interview accommodations for applicants with disabilities are available upon request.