

The Essex Region Conservation Authority, a program partner of the Detroit River Canadian Cleanup, is seeking a



Position Title: Remedial Action Plan Assistant (Special Grant Employee)

The Essex Region Conservation Authority is seeking a **Remedial Action Plan (RAP) Assistant (Special Grant Employee)** to assist in the coordination of the Detroit River Great Lakes Area of Concern Remedial Action Plan, with emphasis on the reporting, outreach and communication of monitoring and assessment results and remedial actions. This position reports to the RAP Coordinator and a Supervisory Group that includes ERCA's General Manager/Secretary-Treasurer in the Corporate Services department.

The Detroit River Canadian Cleanup (DRCC) is a partnership between government (federal, provincial, and municipal), ERCA, local industry, scientists, environmental organizations and dedicated citizens working together to protect, enhance and restore the Detroit River ecosystem. The main goal of the partnership is to remove the Detroit River from the list of Great Lakes Areas of Concern as identified in the Canada-U.S. Great Lakes Water Quality Agreement.

This position is classified as a 'Special Grant Employee' (SGE) as the tasks associated with this position are funded in whole or in part through Federal and Provincial agency funding sources.

Responsibilities

- Supporting Detroit River Cleanup Committee work groups through meeting planning, minute taking, and other duties as assigned
- Coordinating implementation activities that make progress toward achieving environmental protection and remediation goals
- Drafting and developing media release, events, and social media in keeping with the DRCC Communications Plan
- Researching and creating new content for the monthly DRCC E-Newsletter, as well as developing website content, interpretive signage, asset maps, video content, and other projects as identified by the Education and Public Involvement Work Group
- Updating and maintaining the Detroit River Delisting & Information System (DRDIS) online information database (or similar database)
- Implementing outreach events including planning, promoting, and attending events, and creating engaging displays and hands-on activities
- Developing and conducting presentations for students, municipal councils, and community-based partners
- Interacting and co-operating with all partners including federal departments and provincial ministries, private organizations, individuals and Authority staff
- Performs other related duties and responsibilities consistent with the position as required

Requirements

- Post Secondary education in Natural/Environmental Science or Communications
- 2 years experience in water resources, environmental education or interpretation, communications, or related fields
- Experience coordinating multi-disciplinary, multi-agency/partnered projects and initiatives
- Experience in organizing public outreach events
- Demonstrated ability to communicate scientific results to the public
- Proficient with computers and software applications including word processing (MS office environment-Word, Excel, Access), databases, graphics, internet, electronic mail and geographic information systems
- Ability to effectively use, analyse, and organize information
- Strong analytical ability and the ability to work independently or in a group
- Knowledge of remedial actions planning processes employed under the Great Lakes Water Quality Agreement Areas of Concern Annex an asset
- Excellent oral and written communication skills in English; French language skills considered an asset
- Must possess and maintain an MTO Class G Driver's License in good standing

Working Conditions

- Position is based on 35 hours per week. Holiday, weekend, and evening work may be required.
- Environmental conditions: Work is often performed within a standard office environment, and regularly requires periods of visual and mental concentration of 2 to 4 hours duration, prolonged sitting (and associated physical strain), and accuracy and attention to detail. Occasional outdoor work for outreach events may require prolonged standing/walking, and carrying equipment.

- **Department:** Corporate Services
- **Union Affiliation:** n/a
- **Job Status:** Special Grant Employee Position (approximately 52 weeks)
- **Posting Added Date:** April 21, 2016
- **Posting Closing Date:** May 8, 2016
- **Posting Closing Time:** 4:30 p.m.
- **Positions to Fill:** One
- **Progress Status:** Receiving Applications
- **Office Location:** 360 Fairview Avenue West, Suite 311, Essex, ON
- **Wage Rate:** Hourly Wage Rate \$24.50 per hour with scheduled increases based on paid hours
- **Grade:** NBU, Grade 2
- **Contact:** Beth Johnston, Accounting Technician
- 360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6
careers@erca.org

ERCA is an equal opportunity employer.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact HR 519-776-5209 ext 357 to make your needs known in advance.

We thank all applicants in advance, however, only those selected for interviews will be contacted.