



The Detroit River Canadian Cleanup and Essex Region Conservation Authority are seeking a

## **Remedial Action Plan Co-Ordinator (SGE Contract)**

### **Position Title: DRCC Remedial Action Plan Co-Ordinator (SGE Contract)**

The Remedial Action Plan Coordinator will support the Detroit River Canadian Cleanup program and act as a focal point for the Detroit River Canadian Remedial Action Plan (RAP). The position reports to a Supervisory Group that includes ERCA's General Manager.

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. The initial period of this contract is to March 31, 2020 with possible extension(s) based on funding.

### **DUTIES AND RESPONSIBILITIES**

- Coordinating implementation activities and that make progress towards achieving environmental protection and remediation goals
- Project management including grant writing/reporting and managing the DRCC's finances
- Writing scientific reports, meeting records, media releases, and other technical documents
- Providing secretariat services and meeting support for the initiative and the various Committees/Work Groups/Public Advisory Council
- Developing & implementing work plans and other related technical documents to addressing priority RAP actions
- Communicating complex technical information to a variety of stakeholders
- Coordinating and engaging the community in the remediation of the Detroit River Area of Concern through events and special outreach projects
- Other related duties may be assigned

### **MINIMUM QUALIFICATIONS**

- University degree in a physical, natural or applied science program (Master's degree is an asset)
- Experience coordinating multi-disciplinary, multi-agency/partnered projects and initiatives
- Excellent report writing skills and verbal communications skills, both technical and plain language
- Strong interpersonal skills and proven ability to work with a range of stakeholder groups, independently and as a member of a team, with internal and external partners
- Proficiency in MS Office environment (Word, Excel, PowerPoint, Outlook), web and database maintenance as well as social media
- The job will include some travel (U.S. and Canada) and evening meetings
- Must have a valid Ontario Driver's License

## WORKING CONDITIONS

- Work is conducted primarily within a standard office environment. Occasional travel is required to meet with stakeholders.
- Work schedule is normally M-F 8:30 – 4pm, with occasional evening and weekend work assignments and overtime on short notice.
- Environmental conditions: Work is primarily 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. Outdoor work requiring prolonged standing/walking, negotiation of obstacles, and bending or stooping; with potential exposure to inclement weather, heat and cold.

<b>Department:</b>	Finance & Corporate Services
<b>Union Affiliation:</b>	None
<b>Job Status:</b>	Special Grant Contract, Full-time
<b>Hours of Work:</b>	Typically 35 hours per week, M-F 8:30am to 4:00 pm, with some holiday, weekend and evening work
<b>Posting Added Date:</b>	March 29, 2019
<b>Posting Closing Date:</b>	April 12, 2019
<b>Posting Closing Time:</b>	4:30 p.m.
<b>Positions to Fill:</b>	One (1)
<b>Progress Status:</b>	Receiving Applications
<b>Office Location:</b>	360 Fairview Avenue West, Suite 311, Essex, ON N8M 1Y6
<b>Wage Rate:</b>	\$28.21 starting rate with scheduled increases
<b>Grade:</b>	3
<b>Contact:</b>	Nicole Kupnicki, Executive Assistant 360 Fairview Avenue West, Suite 311, ESSEX, ON N8M 1Y6 <a href="mailto:careers@erca.org">careers@erca.org</a>

- ERCA is an equal opportunity employer.
- We thank all applicants in advance, however, only those selected for an interview will be contacted.
- Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
- 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 354 to make your needs known in advance.