



DEVELOPMENT REVIEW ASSISTANT – Full-Time Contract

The Nottawasaga Valley Conservation Authority (NVCA), located near Barrie, Ontario, is a public agency dedicated to innovative watershed management supporting a healthy environment, communities and lifestyles. Our jurisdiction includes 18 municipalities in the County of Simcoe, County of Dufferin, Grey County, and the western part of the City of Barrie and spans approximately 3700 sq. km. Our watershed includes significant landform features, such as the Minesing Wetlands, the Niagara Escarpment, and the Oak Ridges Moraine.

The NVCA is currently seeking an individual looking for a rewarding, exciting and great contract employment experience to join us in the role of Development Review Assistant in a contract position for the remainder of the year with the possibility of renewal.

Reporting to the Manager, Planning Services, this position is responsible for the provision of planning and regulations assistance for the planning and regulations departments.

Key responsibilities include providing support with general inquiries via phone, walk-ins, correspondence and legal inquiries along with overall management of the database and utilization of GIS mapping tool to obtain information.

Ideally, the incumbent has a degree in Geography, Urban Planning, Environmental Studies; or diploma in planning technician with a minimum of 1-2 years' experience. The successful candidate will have excellent communications and computer skills and the ability to work both independently and in a team. You must have a valid Ontario driver's license.

This is an approximate 6-month contract position with the possibility of being recurring and renewed into 2023. Salary is \$18.00 - \$21.50 per hour, (Grade 2 – Contract Salary Grid) based on a 35-hour work week (commensurate with qualifications).

The NVCA does require the successful candidate to be fully vaccinated for COVID-19 as a condition of employment and as part of our legal obligation under the *Occupational Health and Safety Act* (OHSA) and providing proof of vaccination will be a condition of employment. The vaccination requirement is subject to the NVCA's duty to accommodate under applicable human rights legislation.

We invite you to check out a detailed job description on our website at nvca.on.ca. Please e-mail your resume to careers@nvca.on.ca. Your application must be received by 12:00 p.m. on May 20th, 2022.

We thank all applicants for their interest, however, only those candidates under consideration will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us to ensure your accessibility needs are accommodated throughout this process.