



SUMMER STUDENT POSITION - REGULATIONS ADMINISTRATOR

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 summer employment experience to join us in the summer student role of Regulations Administrator.

Key responsibilities include but not limited to providing technical support with general inquiries via phone, walk-ins, e-correspondence and legal inquiries while ensuring compliance of NVCA policies and procedures relating to permit applications.

You must be mature, able to work in a fast paced environment and be proficient in multi-tasking, while working effectively with minimal supervision. Excellent communication skills, and the ability to problem solve is required. Working towards a post-secondary education in planning or a related discipline is an asset.

As this position may be funded through government grants, ideally you will be between 17 & 30 years of age, a Canadian citizen eligible to work in Canada, attended a secondary or post-secondary school full-time during the 2018/19 school year and are returning to school in the fall.

This position will start on or around May 6, 2019 and be until August 30, 2019. Salary is \$14.00 per hour for a 35 hour work week.

Please e-mail your resume to careers@nvca.on.ca. Your application must be received by 2:00 p.m. on April 18, 2019.

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.