

SUMMER JOB OPPORTUNITY

The Rideau Valley Conservation Authority is the lead intermunicipal agency working to address river-related environmental issues and concerns within the Rideau Valley watershed. It's our job to make sure that the water is looked after by everyone in today's society so that tomorrow's generations inherit a clean, healthy, functioning watershed.

ADMIN SUPPORT

\$11.85 - \$14.50 per hour (35 hours per week)

We offer a variety of administrative support positions that are ideal for students who are looking for office experience in the environmental sector. Responsibilities may include data entry, file management, word processing, research and dealing with the public.

We welcome applications from post-secondary students in any program that focuses on environmental studies, planning or any other related program. Students with previous relevant experience and a Class G or G2 drivers license will be given preference. Excellent communication skills in English and knowledge of MS-Word and Excel is essential. You must have reliable transportation to our office located just south of Ottawa. Public transportation between Manotick and Ottawa is limited to early morning and late afternoon service. To apply for this opportunity, please send your covering letter and resume no later than March 15th:

Human Resources
Rideau Valley Conservation Authority
P.O. Box 599, 3889 Rideau Valley Drive
Manotick, Ontario K4M 1A5

Fax: (613) 692-0831

e-mail: hr@rvca.ca

Visit us on the web at www.rvca.ca

The Rideau Valley Conservation Authority is an equal opportunity employer. We welcome all applications; however we will contact only those candidates selected for consideration.