



Summer Student Opportunities

ADMINISTRATIVE SUPPORT

You will work at our head office located in Beryl Gaffney Park just outside of Manotick. It's steps away from the Rideau River which is accessible by the many walking trails at our backdoor.

Public transportation is limited; candidates should ensure they have reliable transportation prior to applying.

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. We also provide residents with close-to-home natural areas and programs that are accessible and affordable. We currently own and maintain a network of nine Conservation Areas and an additional 4,500 acres of environmental land.

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, conducting 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 G2 or better driver's license may be given preference. Excellent communication skills in English, good keyboarding skills and knowledge of MS-Word and Excel is essential.

If you have a strong commitment to the environment and the protection of land and water resources, and if your education and career goals lead naturally to working in a Conservation Authority environment, please send us your resume before February 6, 2012.

Human Resources
Rideau Valley Conservation Authority
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Fax: (613) 692-0831

e-mail: studentjobs@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.