



Summer Student Opportunities Records Assistant

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. Thanks to our many partners, the scope of our environmental protection work includes planning, source water protection, tackling flooding and erosion problems and researching water movement and use in the valley. We help people maintain healthy shorelines, provide advice on development-related issues and report to municipalities, agencies and the public about watershed conditions and trends. We also provide public access to natural waterfront areas, deliver community-based stewardship programs, reduce water pollution and protect fish and wildlife habitat.

As the Records Assistant, you will organize, scan, create batches, import and index designated sets of archived planning records. Will assist with records management procedures (from file creation, processing, to filing archived records). You will provide quality control by reviewing indexing processes throughout and completing a final review of digitized records before files are destroyed or moved for storage.

We welcome applications from **post-secondary students or recent graduates in administration, planning, geography, environmental science or any other related program.** Students with previous relevant experience may be given preference. Excellent communication skills in English, good keyboarding skills and knowledge of MS-Word and Excel are essential. Experience with On-Base is an asset.

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 by February 12th, 2020.

If you are currently a student, please indicate the program in which you are enrolled, your year of study and the year you will graduate in the subject line of your email.

e-mail: studentjobs@rvca.ca

Human Resources
Rideau Valley Conservation Authority

P.O. Box 599, 3889 Rideau Valley Drive, Manotick, Ontario K4M 1A5

Fax: (613) 692-0831

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.

We are committed to providing accommodations for people with disabilities. If you are selected for an interview and you require an accommodation, we will work with you to meet your needs.