



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.

Office Assistant (Septic)
Full-Time 2 Year contract (September 2022 – September 2024)
\$41,675 to \$52,714 annual salary (plus benefits)

This position will work out of the Mississippi Valley Conservation Authority's main office located near Carleton Place. Candidates should ensure they have reliable transportation prior to applying.

Under direct supervision, you will be responsible for compiling, recording and distributing applications and permits for processing. You will maintain digital and hard-copy records and you will regularly update the database and generate routine reports and standard maps. You will provide exceptional customer service to our applicants and other external clients, and from time-to-time you will help with special research projects and public education workshops.

As the ideal candidate you have a diploma or degree in office administration or environmental studies. You have at least one year administrative or clerical experience. You have excellent computer and keyboarding skills and the ability to undertake detailed work accurately using Microsoft Word, Excel and Access. You have excellent communication skills in English both verbally and in writing. Being able to communicate verbally in French is considered an asset. To round out your skill set, you have exceptional customer service skills, demonstrated organizational skills and a commitment to meeting regular deadlines. You may occasionally drive an RVCA vehicle, therefore you must hold a valid Driver's License and have a satisfactory driving record.

If you have a strong commitment to championing protection of the environment and the safeguarding of land and water resources, please send your resume and covering letter, no later than **4:00 p.m. Monday, August 15, 2022**, to:

By e-mail: hr@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.