



KAWARTHA CONSERVATION

Landowner and Community Support

Position Summary

Responsible for organizing and leading the delivery of landowner stewardship services designed to stimulate action to improve water quality and ecosystem integrity within the Kawartha Conservation watershed. This position will involve a high degree of customer service, project planning and administration as well as field work. This position will require ongoing collaboration with other department areas as well as Municipal partners, community groups and volunteers. This position will also involve the development of new programs, writing grant applications and managing multiple projects simultaneously.

Department: Stewardship & Conservation Lands

Reports To: Director, Stewardship and Conservation Lands

Standard Hours of Work: 35

Key Responsibilities (Included but not limited to)

Technical

1. Assist in the design and development of new stewardship services that will achieve the goals of our Strategic plan, Stewardship Strategy, and the Lake Management Implementation Action Plan.
2. Identify and write grant applications that will support existing and new stewardship service programs and projects
3. Liaise with Municipal staff to identify community improvement projects that align with the goals of both Kawartha Conservation and our Municipal partners.
4. Input to the Director, Stewardship and Conservation Lands on annual budget requirements and take responsibility for controlling assigned budgets.
5. Develop annual workplans to ensure deliverables are aligned with strategic guidance.
6. Identify and implement improvements and efficiencies to ensure our Stewardship Services are innovative and effective.
7. On-site and virtual landowner consultations to encourage private landowner action to improve water quality throughout the watershed.
8. Administer landowner cost sharing programs, including liaising with the selection committee, and overseeing the administration and allocation of the funds.
9. Develop communication plans for projects and programs
10. Drafting content for media releases, social media, and our website.
11. Exemplary client and customer service delivery.
12. Other assignments as requested.

Health & Safety

1. Work in compliance with the provisions of the OHSA and its regulations, as well as the Kawartha Conservation Health and Safety Policy.
2. Read, understand, and follow our Health and Safety Policy and Programs.
3. Participate in all Health and Safety related courses and training as assigned.

4. Minimize Health and Safety hazards and risks with work activities.
5. Follow safe operating procedures for all equipment.
6. Actively participate in the implementation of Health and Safety workplace initiatives and programs.

Scope of Accountability

Freedom to make independent decisions within the scope of his/her expertise and program responsibilities, and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provides advice and recommendations to the Stewardship Coordinator on all other matters such as strategic initiatives, Kawartha Conservation programs, work plans, and technical issues; identifies contentious issues to management.

Skills and Experience

- ❖ Graduate of a postsecondary program in ecosystem or natural resource management, environmental science / biology, or horticulture
- ❖ Demonstrated skills and experience with production of information products and social marketing techniques
- ❖ Demonstrated knowledge of urban and rural water quality issues and low impact design
- ❖ Exceptional oral and written communication skills
- ❖ Demonstrated success in the drafting of funding proposals for projects
- ❖ Experience in program or project development
- ❖ Demonstrated client services and teamwork skills
- ❖ Experience in liaising with community groups, municipal and other levels of government
- ❖ Demonstrated experience in Project Management and program administration
- ❖ Experience with landscaping, agriculture, and shoreline naturalization techniques
- ❖ Familiarity with native vegetation, site requirements, and species identification
- ❖ Database management skills an asset
- ❖ Valid M.T.O. driver's license, clean driving record
- ❖ First aid certification or a willingness to acquire

Core Competencies

Teamwork

Works cooperatively and effectively with others to reach a common goal; participates actively in group activities fostering a team environment; develops teams that offer a diverse range of perspectives and experience in order to develop plans or actions that consider all factors; values and encourages teamwork through daily actions and by soliciting feedback from all levels of the organization; builds cooperation and communication between multiple teams, recognizing when different teams could work together for improved success.



Client Service

Provides superior service to both internal and external clients. Demonstrates tact and diplomacy; develops and implements practices and programs that will benefit Kawartha Conservation while improving client satisfaction.

Health and Safety

Maintains a safety conscious attitude and leads by example. Consistently follows Kawartha Conservation's Health & Safety policy; maintains a safe, hazard-free working environment; and shows initiative in suggesting improvements to the H&S policy/program.

Job Competence

Produces accurate, quality work. Is detail oriented with excellent time-management skills.

Communications

Keeps senior management, peers, and other staff informed; expresses ideas/concerns clearly; responds promptly and appropriately to verbal and written instructions; and demonstrates tact and diplomacy.

Job Knowledge

Technical and professional knowledge is current and applicable to the position. Is able to adapt and learn new skills.

Problem-Solving

Identifies and analyzes problems; develops appropriate solutions to problems and makes recommendations.

Promotes a Positive Work Environment

Promotes a positive and productive work environment and a healthy workplace; values, respects and recognizes efforts and results.

Working Conditions

- ❖ Outdoor work, occasionally in inclement weather conditions, in a variety of urban and rural landscape situations
- ❖ Office and administrative work
- ❖ Hours may vary due to site locations and landowner availability
- ❖ Working occasional weekends and evenings will be required to attend various stakeholder meetings or other community events
- ❖ Travel required throughout the watershed
- ❖ Working with the public, all ages
- ❖ Occasional lifting of equipment, digging and planting
- ❖ Mandatory adherence to safety policies & practices