



KAWARTHA CONSERVATION

Special Projects Assistant

Position Summary

This professional is a motivated and adaptable individual that provides support to the Director, Stewardship and Conservation Lands and the department team contributing to the strategic goals and advancement of programs and initiatives.

Responsible for liaising with landowners, scheduling site visits, preparing reports, correspondence, and the coordination of procurement of goods and services as well as other administrative functions. This position has a high level of customer service to members of the staff and the public.

Department: Stewardship & Conservation Lands

Reports To: Director, Stewardship & Conservation Lands

Contract – 12 months

Standard Hours of Work: 35

Key Responsibilities (Included but not limited to)

Client and Customer Service

- Be an ambassador of exceptional customer service to ensure clients feel welcomed and receive the quality of service they expect.
- Liaise with clients on various program inquiries including landowner services, demonstration sites, and facility inquiries and facility rentals among others.
- Establish and maintain strong relationships and partnerships that develop and enhance service delivery.

Administration and Project Management

- Establish and maintain strong relationships and partnerships that develop and enhance service delivery.
- Responsible for report preparation and presentations to the Board of Directors, various committees, municipal partners, interest groups and the community as required.
- Coordinate the reporting of Implementation Project Leads to ensure the organization achieves its business commitments. This will include providing support, creating collaborative approaches, work planning and scheduling internal meetings.
- Support the department in the preparation of quotation summaries, purchase orders. Liaise with product and service providers to ensure efficient and timely deliveries.
- Organize committee and internal meetings including scheduling, agenda development and minute taking for internal and external meetings.
- Creatively identify funding opportunities and methods by which to secure funding.
- Optimizes customer service through continuous improvements to departmental processes, tools, and communications.
- Manage, develop, and update databases relevant to the department.
- Be responsible for parking meter reporting along with cash counts, reporting and reconciliation.



- Support the implementation and administration of community events including the nature hike series, Christmas at Ken Reid, and other signature event, including financial reporting.
- Other assignments as requested pertinent to the position.

Health & Safety

- Work in compliance with the provisions of the OHSA and its regulations. Read, understand, and follow our Health & Safety policy and programs.
- Participate in all health and Safety related courses and training as assigned.
- Minimize Health and Safety hazards and risks with work activities. Report safety hazards to the Director, Stewardship and Conservation Lands.
- Follow safe operating procedures for all equipment.
- Actively participate in the implementation of Health and Safety workplace initiatives and programs.

Scope of Accountability

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

Skills and Experience

- ❖ Post-secondary education in public or business administration or a related discipline, or equivalent relevant experience.
- ❖ Familiarity with conservation authorities and a genuine appreciation of the environment an asset.
- ❖ Minimum three (3) years demonstrated experience and knowledge in office administration and project support services.
- ❖ Strong writing skills and able to use clear, concise language and content for different audiences when preparing correspondence, minutes, and reports.
- ❖ Excellent computer skills, proficient in Microsoft applications of Word, Excel, Outlook, PowerPoint and Office 365. Ability to effectively utilize audio/visual tools and platforms such as Zoom, Teams etc.
- ❖ Experience in meeting scheduling and preparation.
- ❖ Knowledge of common office equipment
- ❖ Exceptional customer service skills and a positive work attitude.
- ❖ Valid M.T.O. driver's license and a clear driving record.



Core Competencies

Teamwork

Works cooperatively and effectively with others to reach a common goal; participates actively in group activities fostering a team environment; 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 Leadership team, 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. Can 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

- ❖ Routine office environment and ability to work remotely independently.
- ❖ Additional hours may be required due to meetings and special events
- ❖ Travel using corporate vehicles may be required
- ❖ Significant time will be spent on the computer and telephone



**KAWARTHA
CONSERVATION**

Discover - Protect - Restore

- ❖ High level of concentration is required
- ❖ Long periods of sitting with opportunities to move about the office
- ❖ Occasional light lifting
- ❖ Significant interaction with the public, agencies, volunteers, and partners
- ❖ Mandatory adherence to safety policies and practices