



KAWARTHA CONSERVATION

Agricultural Stewardship Technician

The Position

Responsible for organizing and leading the Alternative Land Use Services (ALUS) Peterborough Program and contributing to other agricultural stewardship programs, including liaising with landowners and partners, developing and coordinating private land stewardship projects, preparing funding proposals, and contributing to the strategic goals and advancement of the Stewardship and Conservation Lands Department. This position will work closely with the ALUS Peterborough Partnership Advisory Committee (PAC), as well as ALUS Canada to ensure the successful delivery of the ALUS program.

Key Responsibilities

Client and Customer Service

Demonstrate and model exceptional customer service to both internal and external clients; promote Kawartha Conservation and act as an ambassador for programs and projects; model solution driven behaviour.

- Establish and maintain strong relationships and partnerships that develop and enhance service delivery.
- Work closely with the Partnership Advisory Committee (PAC) to reach program deliverables including providing project proposal presentations.
- Adhere to guiding policies and procedures to support the implementation of programs and services.
- Develop and lead special projects as they relate to the Stewardship and Conservation Lands department to the benefit of our partners, landowners, communities, and municipalities.
- Liaise with landowners of current and past project including monitoring, reporting, and relationship building.
- Optimize client and customer service through continuous improvements to departmental processes, tools, and communications.

Administration and Project Management

Demonstrate a motivated and adaptable working style that supports the goals of your team, department, and organization; demonstrate strong project management skills and work planning practices; develop strong working relationships with team members and partners and facilitate collaboration and problem solving; support a dynamic team environment with a balance of creative thinking and attention to detail to ensure projects and programs are delivered in an effective and efficient manner with a high level of customer service.

- Develop annual workplans and contribute to department wide work planning to optimize teamwork.
- Participate in the annual budget process for the department, providing information and recommendations to the Director on annual workplans, targets, and funding
- Identify opportunities to expand program delivery through program or service expansion. This includes identifying and applying to different funding programs, networking with partners and funding sources to build support for program delivery.



- Manage, develop, and update databases relevant to the department and administer conservation agreements with project participants.

Technical

Demonstrate a creative and solution driven working style that supports the achievement of strategic and departmental goals; demonstrate knowledge of ecological restoration and agricultural practices; develop strong relationships with landowners, partners, and contractors to ensure successful programs; possess a creative mind for developing and expanding program delivery services.

- Coordinate the implementation of private land conservation projects. This will include providing landowner support, drafting project plans, liaising with external partners, and securing funding.
- Coordinate the annual monitoring of previous projects to ensure the integrity of the Alternative Land Use Services (ALUS) program is held to a high standard.
- Complete all reports and program updates for the PAC, ALUS Canada, for approval by your Director.
- Lead the development of funding proposals to local, regional, and private granting sources including the ongoing management of those grants to ensure deliverables are met.

Health & Safety

Adhere to all health and safety policies as set out by the organization; demonstrate an understanding of the Occupational Health and Safety Act and actively work to support a safe workplace for yourself and others.

- 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.
- Actively participate in the implementation of Health and Safety workplace initiatives and programs.

Scope of Accountability

Will have the freedom to make independent management and technical decisions within the scope of your expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provide 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 your expertise.

Skills and Expertise

- Post-secondary education in Environmental Science, Ecosystem Management, Agricultural Sciences, or another similar program
- Three (3) years demonstrated experience in conservation, restoration, and/or agricultural stewardship
- Demonstrated experience in Project Management and program administration
- Working knowledge of ecological restoration and agricultural practices
- Exceptional oral and written communication skills
- Experience in program or project development
- Demonstrated success in the drafting of funding proposals for projects
- Proficiency in online tool and field equipment use, including GPS, MS Suite, ArcGIS and/or other



mapping software, organization database(s) etc.

- Demonstrated Client services and teamwork skills
- Experience in liaising with community groups, municipal and other levels of government
- Valid M.T.O. driver's license, clean driving record
- First aid certification or a willingness to acquire

Working Conditions

- Outdoor work, occasionally in inclement weather conditions, in a variety of 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 program area
- Working with the public
- Occasional lifting of equipment, digging and planting
- Mandatory adherence to safety policies & practices
- Significant time will be spent on the computer
- High level of concentration required

What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect and appreciate our natural environment. You will be part of an inclusive organization that:

- Makes a positive impact in the communities we serve within our watershed.
- Offers a competitive compensation package.
- Offers a defined benefit retirement program (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.
- Offers potential for career growth and pursuing professional development.
- Has an office amid our beautiful Ken Reid Conservation Area where you are surrounded by nature.

Our Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all our decision making, we will:

- Act with Integrity: *Take personal ownership and responsibility for the quality and timeliness of work commitments; demonstrate reliability and integrity on a daily basis.*
- Value Knowledge: *Commit to continuous improvement and personal and professional growth; ensure technical/professional knowledge is up-to-date and applicable to the job.*
- Promote Teamwork: *Demonstrate a commitment to achieving common goals through teamwork; promote a positive and productive environment and a healthy workplace.*
- Achieve Performance Excellence: *Actively seek to identify new business opportunities; ensure high quality work.*
- Foster Innovation: *Forward thinking and visionary approach to problem solving.*