



Summer Student Opportunities

REGULATIONS 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. It's our job to make sure that the water is looked after by everyone in today's society so that tomorrow's generations inherit a clean, healthy, functioning watershed. We also provide residents with close-to-home natural areas and programs that are accessible and affordable. We currently own and maintain a network of nine Conservation Areas and an additional 4,500 acres of environmental land.

As the Regulations Assistant, you will assist with site visits and the review and monitoring of regulatory applications to ensure environmental concerns are addressed. You will also assist with the preparation of material related to clearance letters for real estate transactions and will assist with final inspections on permits. You will perform clerical duties such as maintaining records, database entries and filing.

We welcome applications from **post-secondary students in regulatory enforcement, resource management, planning, geography, environmental science or any other related program**. Students with previous relevant experience working with the public may be given preference. Excellent communication skills in English, good keyboarding skills and knowledge of MS-Word and Excel are essential. You should feel comfortable working on and around water and you must have a Class G2 or better driver's license and a relatively clean driving record.

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 before February 10th.

If submitting your application by e-mail, in the subject line please indicate the program in which you are enrolled, your year of study and the year you will graduate.

Human Resources
Rideau Valley Conservation Authority
P.O. Box 599, 3889 Rideau Valley Drive
Manotick, Ontario K4M 1A5

Fax: (613) 692-0831

e-mail: studentjobs@rvca.ca

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.