



Junction Creek Stewardship Committee Inc.
30 Ste. Anne Rd, #B4
Sudbury Ontario, P3C 5E1
T: (705) 525-8736 F: (705) 674-7939
E: info@junctioncreek.com
W: junctioncreek.com
Charitable #: 801685611RR0001

Comité d'intendance du ruisseau Junction
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Employment Opportunity Environmental Stewardship Program Assistant Sudbury, Ontario

Term: 8-16 weeks, summer youth position with possibility of extension (*dependent upon external funding*)

Remuneration: \$19.70-\$21/hr, 35hr/week

Anticipated start date: April-July 2023

GENERAL DESCRIPTION

The Junction Creek Stewardship Committee (JCSC) is seeking enthusiastic, reliable, and self-motivated individuals to assist with the development and delivery of environmental stewardship and restoration activities for the Junction Creek watershed. The Environmental Stewardship Program Assistant will work with the JCSC team to mitigate pollutants, restore impaired habitat, and promote community stewardship. The project will be completed in collaboration with community partners and stakeholders, and will involve various watershed projects in Greater Sudbury (N'Swakamok).

RESPONSIBILITIES

The Environmental Stewardship Program Assistant will help coordinate and deliver community stewardship and environmental restoration activities for the Junction Creek watershed, such as riparian restoration, clean-ups, yellow-fish road, and stormwater mitigation. They will work alongside the Junction Creek Stewardship team under the supervision of the Executive Director and project supervisor. Training on all tasks and field protocols will be provided. This position offers a unique opportunity to work with various community groups, gain hands-on experience in environmental restoration, and make a positive impact.

The Environmental Stewardship Program Assistant will be primarily responsible for assisting with environmental stewardship project but will also have the opportunity to assist with other tasks related to field research and environmental outreach.



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Specific duties will include:

- Assisting with coordinating and delivering watershed stewardship, educational, and restoration programs.
- Researching and developing informative resources and graphics about stewardship programs and stream health.
- Public outreach and community engagement at events. Promoting watershed stewardship and Junction Creek Stewardship Committee program initiatives.
- Planning, organizing, and managing daily assigned work. Completing tracking sheets, reports, and keeping detailed records.
- Assisting with data collection, data entry, environmental research, and monitoring programs for Junction Creek, as needed.
- Attending meetings, conducting administrative duties, and other project-related tasks as required.

ASSET SKILLS AND EXPERIENCE

- Field of study related to ecosystem restoration, environmental monitoring, biology, natural resources, or fish and wildlife preferred.
- Knowledge of environmental restoration and watershed conservation issues an asset.
- Enjoy working outdoors, rain or shine.
- Physically fit and able to endure hiking outside in rough terrains, variable weather conditions, and with exposure to biting and stinging insects.
- Detail-oriented and able to accurately enter and manage data.
- Working knowledge of Microsoft Office (Word, Excel, and PowerPoint), Microsoft Teams.
- Organized and resourceful with a demonstrated ability to time-manage and appropriately prioritize projects.
- Self-motivated and able to work independently with little to no supervision at times.
- Personable, with good interpersonal skills, a positive attitude, and able to work within a team environment.
- Excellent oral and written communication skills.
- Bilingual, with oral and written fluency in French an asset.
- Able to work occasional weekends and weekday evenings.
- Valid Class G Driver's Licence with clean driving record an asset.
- First Aid and CPR training an asset.
- Able to provide community programs following health and safety protocols.



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ELIGIBILITY

This position may be funded by government youth employment initiatives which require candidates to be:

- between 15 and 30 years of age at the beginning of the employment period
- a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Please indicate in your application if you meet these criteria.

TO APPLY

To apply, please send a cover letter and resume to jobs@junctioncreek.com. Applications must be received by **11:59 pm EST, February 19th, 2023**. Please submit your application as a **single PDF document labelled 'Your first name_Your last name'** and include in the email **subject heading "Environmental Stewardship Program Assistant"**.

We thank you for your interest and for applying. However, please note that only individuals selected for an interview will be contacted.