

Technical Assistant, Flood Mapping & Programs

Competition Number: **2025-FMP-01**

Number of positions: 1

Location: Moose Jaw, SK

Wage: \$24.80 per hour

Date: May 1, 2025 – August 29, 2025

An employee in this temporary student position will function as a Technical Assistant and will work primarily with the Economic Development team to support the Flood Hazard Identification and Mapping Program (FHIMP), Emergency Flood Damage Reduction Program (EFDPR), Flood Damage Reduction Program (FDRP), Channel Clearing Program and Agriculture Water Management Program. This position undertakes activities in support of various duties as it relates to program administration, program delivery, and file management.

Duties and responsibilities may include (not limited to):

- Provide support for program delivery and administration, such as review of applications, gathering of information, creation and management of program application files and drafting reports.
- Assist in file management, including digitization of historical files and development of file management systems for the Economic Development team.
- Assist in client inquiries, provide information pertaining to programs.
- Support the development of program resources, materials and demonstrations for extension events, communications, web and social media.
- Support data collection for FHIMP projects.
- Support Economic Development team members to gain an understanding of the roles and responsibilities within the unit.

- Assist with the collection and processing of data utilizing GIS or satellite imagery.
- Assist in community and stakeholder engagement activities.

Qualifications and Requirements:

The ideal candidate must be enrolled in a post-secondary institute in one of the following programs: Business, Information Resources Management, Water Resource Management, Computer Science, Commerce, Environmental Science, or a similar discipline.

Applicants require knowledge of MS Office Suite, skill in written and verbal communications, and the ability to establish and maintain effective working relationships. Experience with GIS is an asset. This is an office-based position.

A satisfactory criminal record check is required.

To Apply:

Please email a cover letter quoting competition number **2025-FMP-01**, a detailed resume, and post-secondary transcripts (unofficial) by **5:00pm March 20, 2025** to:

Human Resources

Water Security Agency

111 Fairford St. E.

Moose Jaw, SK S6H 7X9

Email: hr@wsask.ca (Preferred method)

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.