



Coordinator, Source Protection

Cataraqi Conservation is seeking a highly motivated individual to fill the position of Coordinator, Source Protection within our Watershed Planning and Engineering Department. Cataraqi Conservation works with local communities to conserve natural resources in southeastern Ontario watersheds. For more information, please visit:

www.cataraqiconservation.ca.

Location: Kingston, Ontario
Status: Full-time, permanent position
Hours: 35 hours per week
Compensation: Level 8 on 2021 compensation grid (\$56,969-75,958)

The Coordinator, Source Protection, is a key member of the Watershed Planning & Engineering Team. This position leads the provincially mandated Drinking Water Source Protection program within the Cataraqi Source Protection Area, which focuses on stakeholder engagement, policy implementation, data analysis, and communications across several sectors to implement the requirements of the *Clean Water Act*.

Key Responsibilities:

1. Lead the Drinking Water Source Protection program
 - a. Negotiate transfer payment agreements with the Province of Ontario on an annual basis and report on progress and expenditures as required in coordination with the Manager, Watershed Planning & Engineering
 - b. Represent the Conservation Authority at Provincial and regional meetings (virtual and/or in-person)
 - c. Support the Cataraqi Source Protection Authority and manage the Cataraqi Source Protection Committee through coordinating meetings, materials, and communicating technical information
 - d. Project management including policy development, implementation, data analysis management (including GIS) and effectiveness monitoring and reporting
 - e. Coordinate work planning, technical studies, and annual reporting
2. Support the Watershed Science program, including field monitoring and data management
3. Other duties as assigned

Qualifications:

- Degree/Diploma in geography, civil or environmental engineering, environmental science, environmental policy, or a related discipline
- Specialization in GIS and / or data management an asset
- 3 + years related experience
- Working knowledge of the *Clean Water Act* and Ontario's source protection program
- Experience with project management and managing committees, stakeholder groups, and report writing for a variety of audiences

- Excellent oral and written communication skills, and ability to work effectively independently and with colleagues in a team environment
- Demonstrated interpersonal, problem solving, presentation and organizational skills
- Ability to perform under pressure, and address multiple priorities
- Data entry, analysis, and proficiency with the full suite of Microsoft Office software
- Proficiency with aerial photographs, maps, development plans and use of current GIS software
- Accuracy and attention to detail
- Ability to adapt and thrive in a changing work environment
- Ability to occasionally assist with field collection of environmental data
- Valid Class G Driver's License or equivalent required

How to Apply:

Interested candidates: please submit an electronic mail message with your name and "Coordinator, Source Protection" in the subject line, with a cover letter and résumé attached and addressed to Katrina Furlanetto, General Manager, **by 12:00 PM EST (noon) on Friday, March 26, 2021** to: mailbox@crca.ca

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. Cataraqui Conservation is an equal opportunity employer. Interview accommodations for applicants with disabilities are available upon request.