



Environmental Planning Student

Contract: 4 Months (16-weeks)

Hours: Monday-Friday (8:00 a.m.- 4:00 p.m.)

Salary Range: Commensurate with Program/Year

Start Date: May 5th, 2025



At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you can grow in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians, among others.

SNC's strength lies in our fantastic relationships and our diverse experience applying watershed science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector, in which you will have the scope to lead projects to protect and enhance our local environment.

POSITION DETAILS:

The incumbent will work in a multi-disciplinary team environment. Responsibilities include assisting activities as part of the Authority's planning and approvals team and supporting front reception. This position requires working knowledge of activities related to the collection, storage, analysis, and reporting of planning and approvals information and client and customer service support. This position reports to the Managing Director, Approvals.

WHAT YOU OFFER:

- Attending college or university; studying planning, environmental studies, science, or urban studies or related discipline.
- Experience providing client service support via both phone and in-person interactions.
- Experience working with the public.
- Experience working with legislation, planning statements and technical guidelines.
- Previous office experience is an asset.
- Knowledge of land use planning, environmental planning, policies, and processes.
- Ability to interpret natural features, land uses and earth processes.
- Knowledge of restoration, rehabilitation, and protection of ecological resources.
- Knowledge of digital mapping and Microsoft software suite.
- Excellent organizational, interpersonal skills and customer service skills.
- Strong communication skills (both oral and written).
- Bilingualism (French/English) is an asset.
- Reliable transportation to and from the office.
- Valid Class "G" Driver's License.



SOUTH NATION
CONSERVATION
DE LA NATION SUD

LOCATION:

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

SUBMISSION INFORMATION:

Forward resumes, a writing sample and references by 8:00 am on January 13th, 2025 to:

Hannah Jackson
Accounting and Human Resources Specialist
hjackson@nation.on.ca

Please quote '*Environmental Planning Student*' in the subject line. Submitted resumes must be in Word or pdf format.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted. This position is funding dependent, the number of positions will be dependent on the amount of funding received. This position is for an existing vacancy.