



## Internal/External Job Posting

### Temporary Full Time Non-Union Position

### Source Protection Program Coordinator

#### Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

The Lake Erie Source Protection Region is one of 19 regions in Ontario created to carry out drinking water source protection planning under the Clean Water Act, 2006. The region encompasses the jurisdictions of four conservation authorities: Grand River, Long Point Region, Catfish Creek, and Kettle Creek. The region covers about 10,600 square kilometers, extending along the Lake Erie shoreline from roughly Port Stanley in the west to the community of Dunnville in the east, and north along the Grand River watershed to the Village of Dundalk.

With a population of over one million people in 55 upper and lower-tier municipalities and two First Nations, the region is a mix of urban cities and smaller rural towns where 80% of municipal drinking water supplies come from approximately 250 groundwater wells, and the remaining supply coming from surface water sources.

#### Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

#### Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

#### Overview of the Opportunity

The Source Protection Program Coordinator reports to the Manager of Water Resources. This role provides effective and confidential program coordination, financial reporting, research,

report writing, and project support to the Senior Source Protection Program Coordinator and the Chair of the Source Protection Committee.

### What you will do

- Assist in implementation of the drinking water source protection program under the *Clean Water Act, 2006* in the Lake Erie Source Protection Region, comprised of the watersheds of Catfish Creek, Grand River, Kettle Creek, and Long Point Region.
- Prepare updates and amendments to Source Protection Plans and research, compile, and prepare briefings on technical, policy and procedural matters relating to source water protection, with Conservation Authority and municipal staff.
- Coordinate consultation on amendments, including early engagement of provincial ministries, pre-consultation with affected municipalities and ministries, public consultation, website updates, and records management.
- Prepare agendas and coordinate assembly of reports for meetings of the Source Protection Committee, Lake Erie Region Management Committee and municipal working groups. Prepare and present written reports and record meeting minutes.
- Prepare budgets and progress reports, including financial reports required by provincial funding agreements, with direction from the Senior Source Protection Program Coordinator.
- Act as liaison for Source Protection Committee members, municipal staff, and the public, providing information and assistance as required, or directing to the appropriate person.
- Participate in municipal, Conservation Authority, and Provincial working groups that impact or inform the source protection program.
- Assist in providing support to municipalities and other agencies in the implementation of Source Protection Plans. This may include organizing and assisting in the facilitation of workshops and working group meetings with the purpose of assisting municipalities in understanding their responsibilities with respect to obligations under the *Clean Water Act, 2006*.
- Support and facilitate the integration of source protection planning, the *Clean Water Act, 2006* regulations, etc., with other Federal and Provincial policies and programs affecting the Conservation Authorities, municipalities and partners in the Lake Erie Source Protection Region.
- Coordinate collection of data, compile responses, and develop conclusions to prepare annual progress reports, with input from Conservation Authority and municipal staff, and direction from the Senior Source Protection Program Coordinator
- Responsible to ensure all agendas, minutes, source protection reports, and web content are AODA-compliant.
- Perform other duties as assigned.

### Education

- Honour's Bachelor degree in Environmental Studies, Science, Geography, or Planning, or a related field

### Experience

- A minimum of 3 years relevant experience.
- Working knowledge of resource management.
- Demonstrated analytical, research and technical report writing skills.
- Proven communication (written and verbal) and interpersonal skills.
- Ability to exercise professional judgment and discretion in dealing with confidential information.
- Excellent problem solving and organizational skills.

- Ability to work with minimal supervision and within tight deadlines.
- Advanced computer skills and full knowledge and competency with Microsoft Office suite (e.g. MS Word, Outlook, Excel, PowerPoint).
- Knowledge of Adobe Acrobat and AODA requirements for customer service, written communication, and document management.
- Valid Ontario driver's licence and ability to travel to various locations within the Lake Erie Source Protection Region

## **Competencies and Abilities:**

### **Professional Judgement**

Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and ownership of the outcome. Sound judgment resulting in fair, efficient and effective decision making, bringing clarity and resolution to complex and ambiguous situations. Recognize when to escalate appropriate situations to the next higher level of expertise. Able to make decisions in a timely manner. Make decisions after contemplating various available courses of action, other perspectives, and relying on experience and wisdom.

### **Integrity/Ethics**

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Maintaining impartiality, objectivity, confidentiality and fairness when dealing with employees, stakeholders and special interest groups. Complete work in a timely manner and stick to commitments.

### **Goal/Action Oriented**

Does not shy away from challenges and seldom gives up, especially in the face of resistance, setbacks or change. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. Maintains high level of productivity and self-direction. Strong organization, project, and time management skills, including ability to meet deadlines and balance competing interests within timelines. Excellent attention to detail and ability to manage numerous projects simultaneously, while producing quality work. Interested in providing suggestions for improvements to the services offered or department. Aware of what legislation is relevant to the work/organization

### **Team Work**

Interacts with people respectfully and effectively. Able and willing to share and receive information. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions, taking action or resolving conflict. Succinct written and verbal communication skills, enabling the message to be received accurately achieving the desired effect. Gather facts and pertinent information to gain an understanding before drawing conclusions. Knows when it is necessary and appropriate to seek out further information. Commitment to sharing ideas and working together; open to input and suggestions. Look for common ground amongst differences of opinion.

### **Customer Focus**

Dedicated to meeting the expectations and requirements of internal and external customers. Develop and maintain partnerships with other employees with whom you work with. Build appropriate rapport; using diplomacy and tact to build constructive and effective relationships.

### **Compensation and Benefits**

- Annual salary pay range \$71,491 to \$86,980 (rates will increase to \$76,496 to \$93,069 July 1, 2025) working 35 hours per week
- Comprehensive benefits package with mental health services and preventative care after a 6 month probationary period

- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

**Approximate Start Date: May 2025**

**Term of Employment: Approx. May 2025 to July 2026**

To Apply: Please send a resume, cover letter and resume to [careers@grandriver.ca](mailto:careers@grandriver.ca) in MS Word or PDF format and quote "Source Protection Program Coordinator" in the subject line.

**Deadline for Applications: 4:00pm April 7, 2025**

We thank you for your interest, however only candidates under consideration will be contacted.

GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.