Administrative Coordinator, Planning & Watershed Management
Permanent, Full Time
Flexible work arrangement: Hybrid

Conservation Halton was established more than 60 years ago to protect our communities from flooding and erosion and manage and restore natural resources of the watershed. We have grown to become so much more. Today, it is our responsibility to prepare our communities for the impacts of climate change, support our partners in creating more sustainable communities, manage our natural areas and resources within the watershed, monitor and enhance the environmental health of our watershed and create opportunities to connect with nature through recreation and education.

We believe that diverse backgrounds and unique perspectives make us stronger. Conservation Halton is committed to being an equal opportunity employer, creating an inclusive work environment and encouraging employees to be their most authentic self, no matter their ethnic background, religious beliefs, age demographic, gender expression, sexual orientation, physical ability, mental health or general appearance.

Four years ago, Conservation Halton started a process of transformation through our strategic plan, Metamorphosis. That strategic plan was an important first step for us to better understand the needs of our community and lay the groundwork for what needed to be done. Metamorphosis has now reached its end, but it is more important than ever for us to plan for the future. Our new strategic plan, Momentum, positions us to use the improvements and achievements we have made to carry us into the future for a more green, resilient, connected tomorrow. We are looking to build our team with the kind of inspired, ambitious, and strategic people that are not satisfied with the status quo, are excited by the opportunity in every challenge and are driven by meaningful, measurable results. If you are looking to join an environmentally-focused and socially-conscious community organization, then we are looking for you!

Your Opportunity

The Administrative Coordinator is responsible for supporting business functions of the Planning and Watershed Management department, with an emphasis on collaborative planning initiatives. This position is also responsible for providing administrative support to the Senior Director, Watershed Strategies and Climate Change, Senior Manager, Watershed Planning and Source Protection, and Director, Planning and Regulations.

- Coordinate department led special planning projects and partner-based initiatives such as the Municipal Natural Asset Management Initiative and the Watershed-Based Resource Management Strategy, including tracking progress, liaising with partners and key participants (internally and externally).
- Coordinate legal cases, including file management and tracking, organizing meetings with legal counsel, note-taking, and follow-up.
- Provide administrative support for the Halton Hamilton Source Protection Program.
- Manage calendars for the Senior Director, Watershed Strategies and Climate Change and Director, Planning and Regulations including prioritizing appointments, proactively resolving conflicts, and ensuring that relevant meeting/background materials are prepared in advance of appointments.
- Monitor, screen, respond to and distribute incoming communications and answer and manage incoming and outgoing calls to the Senior Director and Director.
- Develop, foster and sustain effective working relationships with both internal stakeholders within the Planning & Watershed Management department and Conservation Halton and external stakeholders in municipalities, government agencies and other sectors.
- Apply a broad range of analytical skills to manage data through proper data management and record keeping practices and interpret technical data to identify key findings.
- Shape communication materials for the Senior Director and Director to help advance Conservation Halton goals, KPIs and strategic directions.
• Systematically track project status and take a proactive approach to ensure that project timelines, partner commitments, and budgets are on track.
• Complete dashboards and communicate or correspond with (internal/external) stakeholders via email, phone and letters in a timely, accurate and appropriate manner.
• Prepare and present reports (some of which may be confidential) to and on behalf of the Senior Director, Director, and Senior Manager.
• Work within established budgets, provide on-going monitoring of budget performance for projects being led by Conservation Halton, analyze data, and develop financial reports.

Your Qualifications

The preferred candidate will have a bachelor’s degree/diploma in Office/Business Administration or equivalent with the following skills, experience, and abilities:

• Minimum of 3 years of experience working in an office environment or setting
• A working knowledge of conservation principles and familiarity with the Conservation Authorities Act and municipal and collaborative planning processes would be a strong asset
• Accuracy and attention to detail is crucial for collaboration with partners and well as the day-to-day operations of the Director/Senior Manager.
• Ability to interpret technical materials and convey key messages in lay terms.
• A requirement to maintain confidentiality on legal files and other sensitive materials.
• Proficiency in all styles of communication (e.g., verbal, written, visual (presentations, etc.)).
• Project Management skills and/or training is considered an asset
• Proven competency in using Adobe Acrobat and various Microsoft programs including Word, Outlook, Teams, Access, Excel, and PowerPoint as well as experience in the use of software programs such as SharePoint, Zoom, and GIS and various data bases.

Your Reward

• Starting at $63,167 annually based on a 35-hour work week
• You will work in an inspiring setting with views of the Niagara Escarpment and no traffic lights for several miles
• You will work with a creative, talented, and solutions-focused team
• You will work for an organization that provides flexible work arrangements and places tremendous value on professional development and wellness of its employees
• Free access to Conservation Ontario parks
• Comprehensive benefits package
• Participation in the OMERS defined benefit pension plan, with generous employer-matching
• Season passes and lift tickets for the Glen Eden ski and snowboard area
• Discounts on Conservation Halton services, food, and merchandise

Our Core Values

Diversity and Inclusion - We endeavor to understand, accept and appreciate the value of our differences and encourage authenticity.
Learning and Innovation - We embrace the need for continuous improvement, the opportunity to learn from others and the benefits of sharing knowledge.
Person-Centered Service - We make people a priority through customer-centred engagement, predictive problem-solving and high-quality service.
Collaboration - We seek out and trust in the skills, expertise and experience of others in order to achieve our common ambition.
**Sustainability** - We consider the environmental impact of everything we do and always keep future generations in mind when making decisions.

**Integrity** - We make decisions with accountability, transparency and a strong sense of personal responsibility for our choices and actions.

**Resilience** - We are positive and proud of our ability to quickly and effectively respond to change.

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**To Apply**

Please email your application to careers@hrca.on.ca by **October 5, 2022**

Your application should include:

1. Your resume and cover letter in one pdf document
2. Reference your name and the position title in the subject line
3. In the body of your email, please indicate where you heard about this opportunity

We thank all applicants for their interest however only those selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, Conservation Halton will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.