Position Title: St. Clair River Remedial Action Plan (RAP) Coordinator  
Job Type: Contract (6 months with possibility of extension pending funding approval)  
Department: Communications  
Immediate Supervisor: Manager of Communications  
Competition Number: CE600  

Position Summary

The St. Clair Region Conservation Authority (SCRCA) is looking to add to their team, a Remedial Action Plan (RAP) Coordinator for the St. Clair River Area of Concern (AOC) program. The RAP Coordinator will work with federal, provincial and local restoration and Indigenous communities to restore the aquatic ecosystem of the St. Clair River. Key responsibilities for the RAP Coordinator include research compilation, analyzing information, creating reports and delivering presentations. In addition, the RAP Coordinator will provide secretariat support and coordination to the Canadian RAP Implementation Committee (CRIC), the Binational Public Advisory Council and other associated subcommittees. Public and First Nation outreach is an important component of this position.

Duties and Responsibilities

• Responsible for providing research and analytical support and expertise related to the status of Beneficial Use Impairments (BUIs) within the St. Clair River Area of Concern, by collating and analyzing data and reports from responsible agencies.
• Responsible for the creation of draft reports, managing the review process and maintaining the RAP work plan by tracking the completion of activities.
• Provide coordination and secretarial support to the CRIC, BPAC and related subcommittees for the St. Clair River AOC through planning meeting logistics and preparing agendas, minutes and other products as required.
• Manage and report on RAP finances.
• Serve as RAP liaison with local communities, municipalities, media and First Nations by attending special events, organizing consultation sessions, delivering presentations and creating public friendly documents.
• Responsible for work safety following legislated and employer Safe Work Procedures/Practices.
• Perform other duties as assigned.
**Credentials and Experience**

- University degree in a physical, natural or applied science program (Master's degree is an asset).
- Experience in planning, organizing and administering a multi-agency/stakeholder team or committee.
- Excellent report writing skills and verbal communication skills, both technical and public friendly.
- Strong interpersonal skills and proven ability to work with a range of stakeholder groups, independently and as a member of a team.
- Knowledge of the Great Lakes Water Quality Agreement and an understanding of the Areas of Concern Annex.
- Familiarity and/or experience working with First Nation communities.
- Proficient with computers and MS Office software applications including (Word, Excel, PowerPoint, Publisher) databases, graphics, internet, electronic mail and geographic information systems (GIS).
- Knowledge of or experience in using Social Media as an outreach tool.
- Must have a valid Ontario Driver's License.
- Must have a valid passport.

**Work Environment/Conditions**

- Most work takes place in an office; however, attendance at some off-site meetings will be required, including travel to the United States.
- Frequent multitasking to meet deadlines for multiple committees and partners.
- Occasional work outside of regular office hours (evenings and weekends).

**Location:**

- Position is based at the St. Clair Region Conservation Authority administration office at 205 Mill Pond Cres., Strathroy, Ontario.

**Wage and Benefits:**

- Salary: $34.06 to $40.11 per hour
- Hours: 35 hours per week
- Benefits:
  - OMERS Pension Plan
  - Scheduled day off program

**Start Date:** To Be Determined

**Closing date for applications:** June 1, 2020
Additional information about the SCRCA is available on the website at www.scrca.on.ca. Please submit your cover letter and resume outlining how your experience meets the necessary qualifications to:

1) jobs@scrca.on.ca indicating the Competition Number and position title in the subject line of your email, or
2) mail to:
   St. Clair Region Conservation Authority
   205 Mill Pond Crescent
   Strathroy, ON, N7G 3P9
3) or fax to 519-245-3348

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

The St. Clair Region Conservation Authority is an Equal Opportunity Employer