



## **Internal/External Job Posting**

### **Regular Full Time Non-Union Position Land Management Administrative Assistant**

#### **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.

#### **Why work for us**

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. This position from the office, and we offer flexible work hours 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.

#### **Overview of the Opportunity**

Reporting to the Supervisor of Administrative Services, the Land Management Administrative Assistant provides administrative support to the Conservation Areas Operations & Environmental Education and Central Services Departments, and direct administrative support to the Directors of these departments. This position is primarily responsible for administrative duties such as maintaining databases and filing systems, meeting preparation and note-taking, scheduling, maintaining uniforms inventory, supplies ordering, and is responsible for the GRCA's annual membership sales through our head office or online sales.

#### **What You'll Do**

- Provide administrative support for day-to-day operations including record keeping, meeting minutes and filing, fulfillment of online purchases including memberships, hunting, and boat launch passes, mailouts, data entry, and accounting-related tasks such as inputting purchase orders, invoicing, and account reconciliation.
- Organize internal and external meetings and events including preparation and distribution of meeting agendas and minutes, booking facilities, catering, and equipment. Attend meetings and events as required. Circulate reminders to staff to ensure report timelines are met, and required follow-up from minutes is taken.
- Update and maintain records for the signage inventory, corporate key inventory, and various inspections, reports, agreements, and departmental forms. Provide support for asset management planning as required.
- Provide day-to-day administration of the fleet management system including training others, generating reports, creating and updating user guides, and providing ongoing support to users.
- Provide excellent customer service by responding to public inquiries in a helpful and timely manner.

- Assist in drafting and modifying website content as required on applicable webpages ensuring content is AODA-compliant, and review and remediate reports and other documents to ensure AODA compliance.
- Procurement of a variety of items, including but not limited to uniforms, signs, printed materials, locks, and flags.
- Other related administrative duties as assigned, including front desk coverage. Act as back up for other administrative assistants as needed.

### **Technical Accountabilities**

- College diploma in office administration and a minimum of 2 years of relevant work experience. Experience working in a recreation and/or customer service environment would be beneficial.
- Demonstrated written and verbal communication skills
- Demonstrated ability to work independently as well as part of a team.
- Must display a strong sense of initiative in organizing work (i.e. weekly, monthly, and annual procedures).
- Strong interpersonal skills and ability to deal with difficult situations. Must have a strong focus on customer satisfaction and be able to demonstrate tact and diplomacy in dealing with members of the public.
- Highly organized with the ability to multi-task, summarize, and assist with interpreting and analyzing data and information. Demonstrated experience in file and document management.
- Advanced knowledge of Microsoft Office 365 (Word, Excel, Access, Outlook, SharePoint, Teams) and Adobe Acrobat. Expertise in Word, SharePoint, database administration, and creating and remediating documents for AODA compliance is required. Working knowledge and experience with GIS software, preferably direct experience with ESRI ArcMap software.
- Ability to exercise professional judgment and discretion in dealing with confidential information.
- Valid Driver's License and ability to travel to various locations within the Grand River watershed.

### **Competencies:**

#### **Professional Judgement**

Demonstrated ability in the areas of critical thinking, analysis and assessment of implications, making connections of underlying issues, and the ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision-making, bringing clarity and resolution to complex and ambiguous situations, and discretion in dealing with confidential information.

#### **Integrity/Ethics**

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles, and professional standards.

#### **Goal/Action Oriented**

The ability to work in a team or independently with limited supervision and maintain a high level of self-direction, work productivity, quality, and professionalism. Effective problem-solving and collaboration skills. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities, and sets priorities in a manner that balances competing needs and timely resolution of matters. The ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

#### **Teamwork**

Interacts with people effectively. Able and willing to share and receive information. Proven ability to communicate information clearly and professionally to both internal and external groups. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions or taking action. Demonstrated ability to build positive working relationships with peers, partners, and staff.

**Customer Focus**

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with stakeholders. Must possess strong customer service skills and the ability to respond to public inquiries with knowledge, tact, and enthusiasm.

**Compensation and Benefits**

- Annual salary pay range Grade D, \$54,377- \$66,158
- Comprehensive benefits package with mental health services and preventative care after six months
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions (optional for temporary positions).
- Free year-round access to GRCA conservation areas (parks).

**Approximate Start Date: July/August 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 "Administrative Assistant" in the subject line.

**Deadline for Applications: 4:00pm Friday July 3, 2026**

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 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 Director of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.