



Source Protection Outreach Lead *1 Entry Level Position*

JOB SUMMARY

The Source Protection Outreach Lead reports directly to the Source Water Protection Program Coordinator. This new position is responsible for initiating a program to promote the newly developed Best Practices Guidance for source water protection. This position performs research and analysis on local drinking water systems not included in the approved source protection plan to identify and prioritize vulnerable or at-risk systems that may benefit most from implementing source water protection measures. This position also makes presentations to, and works with municipalities, communities, and system owners that may be interested in protecting their drinking water source.

DUTIES AND RESPONSIBILITIES

- Research and inventory local drinking water systems to identify and prioritize vulnerable or at-risk systems that may benefit from implementing the Best Practices.
- Review local information, including applicable system inspection reports.
- Regularly meet with stakeholders to better understand local drinking water systems and interests.
- Develop and/or amend existing communication materials and social media campaigns to promote the Source Water Program.
- Undertake education and outreach to rural drinking water system owners to encourage the uptake of the Best Practices.
- Liaise with and present to various stakeholder group, targeting those responsible for drinking water systems.
- Provide technical support and/or advice to drinking water system owners to help understand/interpret and adapt the Best Practices to their local situation. This includes:
 - Determining the best approach to assessing vulnerability,
 - identifying activities that pose a risk to drinking water sources, and
 - exploring risk management measures to mitigate risks to help protect sources of drinking water.
- Provide policy support and/or advice to the drinking water system owner on potential policy approaches, outside the Clean Water Act, 2006, to address risks to drinking water sources.
- Develop and implement strategies to demonstrate successful local implementation of the Best Practices Guidance.
- Assist drinking water system owners who implement the Best Practices Guidance in providing feedback to support continuous improvement of the Best Practices framework.
- Prepare, format, and edit correspondence, memos, and reports of a general and technical nature.

EDUCATION/SPECIALIZED TRAINING/SKILLS

- Post-Secondary, college, or other education in environmental studies, resource management or planning.
- Familiarity with the Source Protection Program and demonstrated understanding of the Clean Water Act, 2006 and associated regulations is an asset.
- Excellent public speaking skills.
- Experience working with governance is an asset.
- Knowledge of watershed ecosystems, and watershed planning processes.
- Excellent verbal and written communication skills.
- Able to work efficiently as a part of a team as well as independently.
- Able to work well under pressure and meet set deadlines.
- Good organization, time management and prioritizing skills.
- Experience with outreach and working with stakeholders.
- Experience with file management, both digital and hard copy.
- Experience and ability to organize meetings.
- Excellent working knowledge of Microsoft Suite, and ArcGIS.
- Excellent organization and interpersonal skills.



JOB DETAILS

This job is located at Quinte Conservation's office in Belleville. The annually salary range is \$53,000 – \$63,000 annually, 35 hours per week. This position qualifies for group benefits, vacation, and OMERS pension. The start date for this position is as soon as possible.

HOW TO APPLY

- Apply by email with cover letter and resume to: Human Resources, at hr@quinteconservation.ca
- Include "Source Protection Outreach Lead" in the subject line of your email
- Application deadline is Friday June 3rd, 2022, at 4:00pm

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

Quinte Conservation is proud to provide employment accommodation during the recruitment process. Should you require any accommodation, please indicate this on your application and we will work with you to meet your accessibility needs. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at 613-968-3434 or hr@quinteconservation.ca.

