

## Coordinator II, Planting and Stewardship

**Employment Type:** Full-Time Position

**Location:** Restoration Services Centre – 9741 Canada Company Avenue. Woodbridge, ON

**Division:** Restoration and Infrastructure

**Salary Range:** \$59,731 - \$66,782, 35 hours per week

### **Position Overview:**

Under the general guidance and direction of the Project Manager I, Planting and Stewardship, this position provides technical advice, coordinates, participates, and promotes the delivery of private and public land forest stewardship and reforestation services. Generally, this position is responsible for coordinating TRCA's planting programs, specifically focusing on the delivery of the TRCA Tree and Shrub Program, the Valley and Stream Partnership programs, and Private Landowner Reforestation Assistance Program.

### **Knowledge and Experience:**

- Post-secondary Degree or Diploma in forestry, resource management, ecology, restoration, environmental sciences, or a related field.
- Minimum 3 years of experience related to major tasks including direct field experience in working with private landowners and/or the public.
- Possess, or eligibility to obtain, Managed Forest Tax Incentive Plan approver status.
- Understanding of environmental legislation, including the Conservation Authorities Act, Species at Risk, and other policies as required.
- Demonstrated knowledge of resource management principles and restoration ecology and their application in regeneration project design.
- Understanding of the Occupational Health and Safety Act.
- Excellent customer/client relationship management skills.
- Strong analytical skills.
- Working knowledge of ArcMap, Excel and Word applications.
- Valid Ontario G driver's license in good standing.

### **Major Responsibilities:**

1. Provide technical support and coordination on project development, plan design, internal/external and public consultations, permit acquisition, work plan development, budget preparation, cost control, invoicing, internal billings, and project completion reports.
2. Prepare accurate budget estimates for individual projects to secure payment for landowners and monitor TRCA expenditures.
3. Work with Regional, Municipal, Provincial and Federal partners on coordinated strategies, plans, bylaws and initiatives.
4. Coordinate communication strategies with project partners, neighbouring Conservation Authorities, Regional and local Municipalities, and the public.
5. Ensure quality control through tree planting quality assessments, nursery stock compliance, and project plan compliance.
6. Coordinate, plan, deliver and conduct planting and stewardship events in coordination with partners, NGOs and the general public.
7. Participate in, and coordinate, the hiring of seasonal planting staff, and volunteers.

**FORWARD COVER LETTER AND RESUME - BY APPLYING ONLINE:**

<http://www.trca.on.ca/careers/>

*Please attach one pdf document that includes both your cover letter and resume.*

**At TRCA, we respect diversity and treat one another in ways that are fair, courteous and compassionate, recognizing everyone's contributions. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. TRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accessibility accommodations, please notify us and we will work with you to meet your needs.**

**We encourage applications from all qualified individuals; however, only those under consideration will be contacted.**