



## **Climate Data and File Management Technician** **(Records Technician) – Contract/Seasonal**

**SSEA Overview:** The Severn Sound Environmental Association (SSEA) is a community success story. At the SSEA, we are committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships. The SSEA is a Joint Municipal Service Board under the Municipal Act that serves eight municipalities in the Severn Sound watershed area ([www.severnsound.ca](http://www.severnsound.ca)).

The SSEA is seeking an eager, motivated individual to join our talented, enthusiastic team to assist with data and file management in the climate change special project and the drinking water source protection program. The Climate Change project is a collaborative with 8 SSEA municipalities working on their local climate change action plan. This project requires analysis and gathering of energy data to create the municipal Greenhouse-gas (GHG) baseline. There is ongoing work on gathering energy data for their municipal facilities but also community energy usage. Collecting and compiling the energy data is an important part of the climate change plans, this data is then used to calculate the emissions from the various energy sources. The project requires work to constantly update the community energy data to determine if the climate actions have impacted the GHG baseline.

The drinking water source protection program is under the Ontario Clean Water Act, with the purpose of protecting municipal drinking water sources from overuse and contamination. Under the program the SSEA plays two separate roles:

1. As a Source Protection Authority under Ontario Regulation 284/07 and ensure the science behind the program is up to date in the Severn Sound watershed.
2. As a Risk Management Official and Risk Management Inspector for eight municipalities. In this role, the RMO/RMI works to implement the South Georgian Bay Lake Simcoe Source Protection Plan through working with stakeholders to create and implement risk management plans and implement prohibitions where regulated.

Due to the large volume of files, the Climate Data and File management technician will assist the SSEA in digital and paper file management. Organizing the property files will benefit the program significantly.

### **Position Overview:**

**One (1) Climate Data and File Management Technician.** This position, based in Port McNicoll Ontario, offers a 35-hour work week, with some evenings and weekends required with time off in lieu, between the period of **May 6<sup>th</sup>, 2024, and July 1<sup>st</sup>, 2024 (8 weeks) with the possibility of extension. Position, wage and term are dependent on funding approval.**

**Status:** Contract

**Wage:** \$16.80 per hour, 35-hours per week.

### **Main Responsibilities:**

- Contact energy utilities to request corporate and community energy data.
- Compile energy data from various energy providers.
- Calculate Greenhouse-gas (GHG) emissions using climate tools.
- Review existing energy data for accuracy.
- Review, sort, and file the digital and paper files of the Climate Change and Source Water Protection programs.
- Assist with organizing meetings associated with the climate change special project.

- Assist with outreach and engagement events (from a climate change and source water perspective), being able to provide program information at special events.
- Participate in weekly meetings and write a final report, summarizing project activities and accomplishments.
- Perform other duties as required to support SSEA operations.

**Qualifications and Key Skills:**

- Has or is working towards a post-secondary degree or diploma in environmental science, statistics, administration, or a related field.
- Excellent computer skills, proficient in using design, video and web software, and Microsoft Office Suite including Excel, Word, and PowerPoint.
- Good analytical, data management, communication, and organizational skills.
- Ability to think creatively when problem solving.
- Ability to work independently and as part of a team, to work collaboratively.
- Reliable and willing to work a flexible schedule (overtime, evenings, and weekends).
- Strong interpersonal and communication skills (written and verbal) to present varied information in the appropriate form to a variety of audiences.
- Experience in identifying grant opportunities and supporting the submission, securement and reporting related to any successful funding proposals an asset.
- Self-motivation and ability to work independently and to take initiative on projects.
- Excellent judgement and decision-making skills.
- Valid Class G Ontario Driver's Licence
- **Must be 30 years of age or under as of contract start date**

Please be advised that the successful incumbent will be required to undergo a vulnerable sector and drivers abstract check.

In accordance with the SSEA COVID-19 Vaccination Policy, the successful candidate must meet the Province of Ontario's definition of COVID-19 "fully vaccinated" or provide proof of a Human Rights Code exemption prior to commencement of their employment.

SSEA offers comprehensive health and safety training.

**Submission Information:**

Qualified candidates are invited to submit a resume and cover letter demonstrating how you meet the position requirements. Resumes and cover letters submitted via email must be in word or PDF format and include "***Climate Data and File Management Technician***" in the subject line.

Resumes and cover letters should be submitted, preferably electronically, by **4:00 p.m. on Friday April 1<sup>st</sup>, 2024**, and be clearly marked to:

Human Resources  
 Severn Sound Environmental Association  
 489 Finlayson St  
 PO Box 460  
 Port McNicoll ON L0K 1R0  
 Email: [sseainfo@severnsound.ca](mailto:sseainfo@severnsound.ca)

We thank all applicants for your interest in the Severn Sound Environmental Association. **Only those candidates selected for an interview will be contacted.** For more information about our organization please visit [www.severnsound.ca](http://www.severnsound.ca)

The Severn Sound Environmental Association is dedicated to recognizing the dignity and worth of every person and to provide equal rights and opportunities without discrimination. We see diversity and inclusion as integral to our mission and key to ensuring the well-being of our employees and the clients that we serve.

The Severn Sound Environmental Association is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially. Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.