



## **Administrative Assistant – Contract**

**SSEA Overview:** The Severn Sound Environmental Association (SSEA) is a community success story. As a delisted Great Lakes Area of Concern, the SSEA is 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 proudly serves seven municipalities in the Severn Sound watershed area ([www.severnsound.ca](http://www.severnsound.ca)).

**Why join the SSEA:** As part of the SSEA Team you will have the opportunity to work in this beautiful watershed and make a positive impact on improving and protecting water quality and supporting a more resilient Severn Sound watershed. You will be part of a passionate expert team committed to keeping Severn Sound healthy for the next generation and beyond.

**What SSEA offers you:** The SSEA is proud to be an OMERS employer and is committed to being a diverse inclusive organization. This position is based 5 min from Georgian Bay in Port McNicoll Ontario within the heart of cottage country with amazing 4 season recreation opportunities. Apply to learn more!

### **Position Overview:**

One (1) Administrative Assistant. Administration, record management, and effective partner communication is critical to the effective and efficient function of any organization. Working with the Corporate Administration Coordinator and Manager of Source Water Protection, you will gain experience by providing support in the lifecycle management of the corporate records, including active and inactive records in all formats, i.e. electronic, paper etc.; assist with developing procedures; maintain information content worksheets and databases; and help compile updates from the team to use in reports and media.

**Start Date:** May 1<sup>st</sup>, 2026

**End Date:** December 24<sup>th</sup>, 2026 (8 month), with possibility of extension based on funding

**Wage:** \$19.13 to \$23.27 per hour

**Employment Type:** Contract

**Vacancy Statement:** This is a newly created position.

**Hours of Work:** 35hr/week (occasional weekends/evenings required)

**Work Location:** 489 Finlayson St., Port McNicoll

### **Main Responsibilities:**

- Assist with information management, including scanning, organizing, filing, storing, and destruction of paper and electronic records.
- Input information from various sources into spreadsheets and databases.
- Assist with developing policies and procedures, manuals, forms and templates.
- Assist with website updates, maintenance and monitoring.
- Provide front counter assistance and back up; including answering and redirecting incoming phone calls as required.
- Compile updates and information from team to use in reports and media.
- Assist senior staff with administrative tasks as needed.
- Maintain confidentiality and handle sensitive information with discretion. Perform other duties as required to support SSEA operations.

### **Qualifications and Key Skills:**

- Has or working towards a post-secondary diploma or degree in administration or a related field.

- Strong computer skills, with experience in Microsoft 365.
- Good analytical, data management, communication, and organizational skills.
- Familiarity with records retention or information-management practices is an asset.
- Demonstrated ability to manage confidential or sensitive information appropriately.
- Strong interpersonal skills and ability to communicate effectively.
- Creative problem-solving skills and the ability to think independently.
- Sound judgement and the ability to contribute to practical, innovative solutions.
- Ability to work both independently and collaboratively within a team environment.
- Self-motivated, with the ability to take initiative and manage multiple tasks.
- Reliable and willing to work a flexible schedule (overtime, evenings, and weekends).

\*Note: Please be advised that the successful incumbent will be required to undergo a vulnerable sector and potentially a drivers abstract check. 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 PDF format and include “**Administrative Assistant**” in the subject line.

Resumes and cover letters should be submitted, preferably electronically, by **4:00 p.m. on** April 3, 2026, 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.