



Junction Creek Stewardship Committee Inc.
30 Ste. Anne Rd, #B4
Sudbury Ontario, P3C 5E1
T: (705) 525-8736 F: (705) 674-7939
E: info@junctioncreek.com
W: junctioncreek.com
Charitable #: 801685611RR0001

Comité d'intendance du ruisseau Junction
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Employment Opportunity

Environmental Program Assistant

Sudbury, Ontario

Term: 8-16 weeks, summer youth position with possibility of extension (*dependent upon external funding*)

Remuneration: \$17.20-\$22/hr, 35hr/week

Anticipated start date: between April 28th and August 30th, 2025

GENERAL DESCRIPTION

The Junction Creek Stewardship Committee (JCSC) is seeking a passionate, reliable, and self-motivated **Environmental Program Assistant** to support bilingual environmental stewardship and restoration activities for the Junction Creek watershed. They will work with the JCSC team to mitigate pollutants, restore impaired habitat, and promote community stewardship. The project will be completed in collaboration with community partners, stakeholders and rights holders, and will involve various watershed projects in Greater Sudbury/ N'Swakamok, offering a unique opportunity to work with various community groups, gain hands-on experience in environmental restoration, and make a positive impact.

RESPONSIBILITIES

The **Environmental Program Assistant** will assist the Junction Creek Stewardship team in coordinating and delivering bilingual environmental stewardship and restoration activities for the Junction Creek watershed. This position will involve direct engagement with the community, assisting with environmental programs, and supporting field research and data collection efforts.

The **Environmental Program Assistant** will primarily be responsible for assisting with environmental stewardship projects but will also have the opportunity to assist with other tasks related to field research and environmental outreach.



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Specific duties will include:

- Coordinating and delivering bilingual watershed stewardship and restoration programs, such as shoreline restoration, invasive species management, clean-ups, Yellow Fish Road, and stormwater mitigation.
- Researching and developing informative resources and graphics to support stewardship programs and raise awareness about stream health.
- Assisting with Bilingual public outreach and community engagement at events, ensuring effective promotion of watershed stewardship and JCSC program initiatives.
- Engaging with community members and partners in both French and English to promote programs, answer questions, and ensure inclusivity in all outreach efforts.
- Assisting with data collection, data entry, environmental research, and monitoring programs for Junction Creek, as needed.
- Planning, organizing, and managing daily assigned work, ensuring timely completion of tasks. Completing tracking sheets, reports, and maintaining detailed records of activities.
- Attending meetings, conducting administrative duties, and assisting with other project-related tasks as required.

ASSET SKILLS AND EXPERIENCE

- Field of study or experience related to ecosystem restoration, environmental monitoring, biology, community stewardship, or natural resources preferred.
- Knowledge of environmental restoration and watershed conservation issues an asset.
- Enjoy working outdoors, even in adverse conditions.
- Physically fit and able to endure hiking outside in rough terrains, variable weather conditions, and with exposure to biting and stinging insects.
- Bilingual, with oral and written fluency in French.
- Excellent oral and written communication skills.
- Personable, with good interpersonal skills, a positive attitude, and able to work within a team environment.
- Self-motivated and strong work ethic.
- Organized and resourceful with a demonstrated ability to time-manage and appropriately prioritize projects.
- Working knowledge of Microsoft Office (Word, Excel, and PowerPoint), Microsoft Teams.
- Able to work occasional weekends and weekday evenings.
- Valid Class G Driver's Licence with clean driving record is an asset.
- First Aid and CPR training is an asset.
- Able to provide stewardship and restoration programs following health and safety protocols.



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ELIGIBILITY

This position may be funded by government youth employment initiatives which require candidates to be:

- between 15 and 30 years of age at the beginning of the employment period
- a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Please indicate in your application if you meet these criteria.

DIVERSITY, EQUITY, INCLUSION, AND BELONGING

Healing the lands and waters of Junction Creek is strengthened by and requires contributions of people of diverse backgrounds, heritage, experiences, knowledge, and identities. JCSC values the diversity of the people we employ and work with. We strive to promote equity, diversity, inclusion, and belonging in our workplace and foster inclusive, barrier-free selection and appointment processes and work environments. Therefore, we encourage applications from all qualified individuals.

TO APPLY

To apply, please send a cover letter and resume to jobs@junctioncreek.com. Applications must be received by **11:59 pm EST, February 28th, 2025**. Please submit your application as a **single PDF document labelled 'Your first name_Your last name'** and include in the email **subject heading "Environmental Program Assistant"**.

We thank you for your interest and for applying. However, please note that only individuals selected for an interview will be contacted. If contacted in relation to this position, please advise JCSC in a timely fashion of any accommodation measures needed to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.