



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

Office Assistant

RRCA Administration Office, 18045 County Rd. 2, Cornwall, ON

Summer Contract: (8 weeks)

Start Date: May - June

Hourly Wage Rate: \$17.80

Reporting to the General Manager, the Office Assistant will assist Corporate Services as well as the Finance Department and Planning & Regulations Department with the ongoing digitization and archiving of reports, maps, correspondence, permits and files.

Main Responsibilities: (this is not an exhaustive list)

- Scanning paper records to PDF format using an electronic desktop scanner
- Prepare and organize correspondence, perform data entry, and word processing functions, and create a variety of documents.
- May be required to provide customer service assistance by performing reception duties, responding to public and/or internal inquiries and performing financial duties (e.g. accurately processing payments and performing basic mathematical calculations).
- Assist with small or large scale archival / filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents.
- Plan, organize, coordinate, and manage daily assigned work.
- The Office and Planning assistant will be required to work at the RRCA administration building, adhering to workplace safety and COVID-19 policies.

Skills:

- Knowledge of Microsoft Office applications, such as Word and Excel, as well as databases, email, and the internet
- Experience of electronic file and paper management systems to secure, classify, manage, and store documents.
- Ability to work with others and independently
- Ability to perform general administrative skills including excellent computer skills

- Must be detail oriented, able to work autonomously, familiar with Microsoft Excel, able to perform repetitive tasks with high precision.

Qualifications:

- Demonstrate public relations skills
- Strong organizational skills and attention to detail
- Criminal check is required

Eligibility Requirements

All applicants must meet the eligibility criteria imposed by the funding agency. For details visit: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/who-can-apply.html#h3.3>

Hours of Work: Average of thirty-five (35) hours per week, Monday to Friday, 8:30 to 4:30.

To apply: Please submit your cover letter and resume to josianne.sabourin@rrca.on.ca indicating the position title in the e-mail subject line. Documentation must be submitting as MS Word or PDF.

Application deadline is Friday, May 15, 2026 at 4:00 pm. Applications may be accepted after the deadline, if required. Only applicants selected for an interview will be contacted.

The RRCA is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code. The RRCA is committed to providing accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability related accommodations, please notify us and we will work with you to meet your needs. Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

Prepared: June 2, 2025

Modified: April 24, 2026