



**The Long Point Region Conservation Authority  
is seeking an:**

**OFFICE ASSISTANT - SUMMER STUDENT**

Pending funding (approx. 10 weeks; 35 hrs/week @ \$14.00/hour)

The Long Point Region Conservation Authority (LPRCA) invites applications for a Student Office Assistant at the Tillsonburg location. The Office Assistant will provide support to a variety of organizational initiatives related to LPRCA's corporate services aimed at building community awareness.

**Qualifications:**

- Candidates must be eligible to work in Canada, be a resident of Ontario and be between the ages 16 and 30
- Registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Legally entitled to work in Canada
- Ability to multi-task and work cooperatively in a team framework
- This position requires strong communications, organization and computer skills (such as Excel, Word)
- Experience in written and oral communications and customer service would be an asset
- Ability to work as a team member and to work independently when required
- Must be able provide a satisfactory police record check

**Responsibilities:**

- Receive, direct and relay telephone messages, fax messages and emails
- Receive and direct visitors
- Manage all incoming and outgoing correspondence
- Respond to inquiries providing quality customer service
- Prepare and file documentation
- Assist in distributing communications and marketing materials
- Assist with reporting and statistics compilation for parks and events
- Provide support to various departments and parks
- Other administrative duties as required

Qualified candidates are invited to submit a maximum two page resume along with a maximum one page covering letter as one file demonstrating how you meet the position requirements.

Resumes and cover letters should be mailed, emailed or delivered by Sunday, March 11, 2018 and be clearly marked confidential to:

Dana McLachlan  
Long Point Region Conservation Authority  
4 Elm Street  
Tillsonburg ON N4G 0C4

[hr@lprca.on.ca](mailto:hr@lprca.on.ca) (Subject line should read: CSJ Office Assistant)

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*