

EMPLOYMENT OPPORTUNITY

Conservation Assistant (Seasonal)

Who we are?

North Bay-Mattawa Conservation Authority (NBMCA) is a community based unionized environmental organization. We are dedicated to conservation, restoration and development on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach. NBMCA's area of jurisdiction equals over 2,900 square kilometres and is based on identified watersheds within the Lake Nipissing and the Ottawa River Basins.

Your Opportunity

Reporting to the Lands & Property Foreperson and the Lands, Manager the Conservation Assistant shall assist their supervisor during the summer maintenance program at Conservation Areas throughout the NBMCA watershed. The Conservation Assistant shall participate in and promote NBMCA safety programs. The Conservation Assistant is regularly required to stand, walk, crouch, stoop, kneel and repeatedly lift objects for maintenance related tasks. The Conservation Assistant must also provide excellent customer service and possess good communication skills to work with community groups and volunteers who support the summer programs and act as an ambassador for NBMCA with members of the public. The Conservation Assistant will assist their supervisor in completing daily inspection work sheets and identifying field hazards requiring remedy. The Conservation Assistant must be self-motivated, punctual, able to work with minimal supervision, and possess a positive attitude.

Responsibilities include but are not limited to:

- Ensure the safe operation of NBMCA – owned and operated equipment.
- Know and understand NBMCA standard operating procedures.
- Carry out general maintenance and construction duties as assigned; ensure conservation; lands maintenance and operational procedures are adhered to.

Your Qualifications

- Post-Secondary education and/or High School education.
- Related field experience or related outdoor maintenance experience, including use of equipment such as grass cutting and construction equipment, hand tools and field safety equipment.

- CPR & Standard First Aid would be an asset.
- A valid minimum Class "G2" Driver's license in good standing would be an asset.
- Ability to communicate effectively with the public and staff through oral expression and in a team environment.
- Must be able to work in adverse weather conditions, uneven terrain, and available to work weekends and holidays as required.

Compensation

Wage rate - \$17.60 per hour, based on a 35-hour work week plus 4% vacation pay. This seasonal, contract position is from May 11, 2026 to August 21, 2026.

To Apply

Please send your cover letter and resume no later than March 15 at 11:59 pm to: jobs@nbmca.ca

North Bay-Mattawa Conservation Authority, 15 Janey Ave., North Bay, ON P1C 1N1

We thank all applicants for their interest. However only those selected for an interview will be contacted.

NBMCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), NBMCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform staff. All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.