



# JOB OPPORTUNITY

## SOURCE PROTECTION ASSISTANT

**STATUS:** CONTRACT, FULL-TIME  
**LOCATION:** PETERBOROUGH, ONTARIO

Cambium is looking for a **Source Protection Assistant** to join the **Environmental Services** group in our Peterborough office.

The Source Protection Assistant position is unique in that it incorporates both **administrative and technical responsibilities**. The successful candidate will support Project Managers through the completion of assigned office work.

### JOB DUTIES

- Provide administrative support to Source Protection Project Leads
- Draft letters, factsheets, notices, and plans
- Track documents, and on-going tasks
- Conduct preliminary reviews of development applications using on-line mapping programs and databases
- Meeting coordination and documentation, agendas, minutes, etc.
- Field telephone inquiries, and receive and process other incoming correspondence
- Organize and implement workshops
- Prepare letters and information brochures for education and outreach initiatives
- Prepare proposals for project opportunities
- Prepare digital (PDF) and hardcopy project deliverables as required and arrange transmittal to client as directed
- Other duties as required, or directed

### REQUIREMENTS/QUALIFICATIONS

- A Bachelor's degree or diploma in environmental sciences, water resources, or communications
- 2 years of relevant experience
- Strong knowledge of general office duties, with superior typing skills
- Ability to write and format moderately complex documents (letters, reports)
- Familiarity and experience with MS Office (Excel, Word, Outlook) and Adobe Acrobat
- Excellent writing skills, including proper spelling, grammar, and punctuation
- Meticulous records maintenance skills
- Strong interpersonal skills, with the ability to communicate technical information to clients and staff
- Source Protection knowledge and experience working on implementation of Source Protection Plans considered an asset
- Experience with mapping in ArcGIS would be considered an asset
- Experience working with the agricultural sector considered an asset
- Must have a valid Driver's license and access to a reliable vehicle



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If you're interested, send us some information that helps us understand how you are the right fit for this role and for our team. Kindly forward your documents, in electronic format only, to [hr@cambium-inc.com](mailto:hr@cambium-inc.com).

### **WHY CAMBIUM?**

Our team is different. From camping trips and movie nights, to company ball-hockey tournaments in the parking lot, our team likes to have a good time together.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <http://cambium-inc.com/about/careers>.