

Administrative Assistant, Education

LOCATION: Longwoods Road Conservation Area

DEPARTMENT: Corporate Services

REPORTING TO: Curator/Team Lead, Education

DATE POSTED: June 18, 2026

CLOSING DATE: July 12, 2026

ANTICIPATED START DATE: August 4, 2026

PURPOSE OF POSITION:

The Administrative Assistant, Education, will assist in the daily operations of Ska-Nah-Doht Village and Museum at the Longwoods Road Conservation Area and provide administrative support to financial services and education programs within Corporate Services Department. The position will, on occasion, involve the teaching of educational programs, including Indigenous Traditional Knowledge and Environmental Studies programming, as backup to the Indigenous Community Educator and Curator, Ska-Nah-Doht Village and Museum.

SPECIFIC RESPONSIBILITIES:

- Act as a first point of contact and provide general information on Longwoods, LTVCA, and CA operations to the public, staff and clients relating to their questions, concerns, or suggestions.
- Referring and/or redirecting calls or visitors as required and in an efficient and courteous manner
- Take reservations for Education Programs Special Events/Facility Rentals and deposits for Longwoods, send invoices to renters for fees
- Compile statistics for various (non-financial) reports
- Prepare, review, and/or edit various forms of correspondence such as letters, invoices, presentations, agendas, minutes, publications, and reports
- Process inbound and outbound mail, including priority post, packages, courier services and other correspondence
- Promotional material distribution to various audiences
- Maintain and monitor office supply inventory levels, operation and service of office equipment
- Assist with Conservation Authority and Watershed Events
- Conduct sales/tracking of data/and distribution of annual Conservation Area Parking Passes
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders
- Train weekend staff in Resource Centre/Longwoods operations
- Attend Conservation Authority meetings as required
- Participate in professional development activities to improve knowledge and skills
- Assist with Conservation Foundation record keeping as necessary
- Conduct Resource Centre training for new staff at Longwoods Road Conservation Area

- Maintain the Administration Office general office file structure
- Assist with accounting functions and processes of the Authority, including but not limited to: preparing and depositing funds to the bank
- Maintain and Administer Resource Centre and Burwell House security systems and fire plans
- Maintain Longwoods Road Calendar and associated bookings
- Provide administrative support to LTVCA committees as required
- Administer Longwoods Road CA key sign out system
- Responsible for supporting the delivery of education programs, with both natural resource and First Nations historic/cultural themes in a supply instructor role. Thereby, providing learning opportunities for schools and other groups, both outdoor and in class
- Support Longwoods Road Health & Safety program delivery
- Perform other duties as assigned

QUALIFICATIONS:

- Proven, responsible receptionist experience; pleasant, informative telephone and reception manners and the ability to compose general correspondence
- Competence with Microsoft Office software
- Ability to prioritize competing demands and work efficiently and effectively to deadlines
- Ability to work well independently and in a team environment
- Able to obtain a Police Vulnerable Sector Check
- Excellent analytical, problem solving, interpersonal, organizational and communication skills, tact, and judgment
- Diploma from an accredited college or university in related discipline and/or equivalent work experience
- Ability to present education programs to a wide range of clients in a supply instructor role
- Oral and written communication skills
- Organizational and administrative skills
- Valid Ontario driver's licence and acceptable drivers abstract

WORK CONDITIONS:

- Museum/office and outdoor environment
- Frequent interaction with the public and employees
- Extended periods of walking on uneven ground
- Irregular hours as required
- Occasional travel
- 35 hours per week
- Occasional lifting of >25lbs, with some manual labour
- Public presentations of varying topic, length, setup, equipment needed etc.
- Attend meetings
- Operation of desktop computer and peripherals
- Supervise co-op students and summer staff in various projects



Lower Thames Valley Conservation Authority Employment Posting

COMPENSATION & HOURS:

Wage: \$30.18/hour (Pay Band C, Step 1)

Weekly Hours: 35 per week; regular hours are 9:00 a.m. to 4:30 p.m. Further weekend, evening, and early morning work may be required. Half hour unpaid lunch.

Vacation Time: The employee shall be eligible for all statutory holidays and 2 weeks vacation prorated in the first calendar year of employment.

Benefits: Eligible for benefits RRSPs pending a satisfactory review after 3-month probationary period.

Please send a resume and cover letter by July 12, 2026 noting this position to:

Lower Thames Valley Conservation Authority

Alison Klages

Curator / Team Lead Education

Email: careers@ltvca.ca

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

LTVCA is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. LTVCA 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.