



Job Description

Intern – Coastal Protection Projects

Reports to: Executive Director (ED)

Employment Type: Full-time position in accordance with the Northern Ontario Heritage Fund (NOHFC) People and Talent Program Workforce Development Stream program requirements

Term: 12 months

Location: Parry Sound

Skills & Qualifications

- Good knowledge of Word, Excel, PowerPoint and Adobe.
- Post-secondary qualification (recent graduate) in municipal law, Ontario planning regulations, municipal structure, planning law, or environmental degree/certificate. Qualifications in similar post-secondary programs will be considered.
- Good communication skills (oral and written communications, public speaking), including:
 - provision of project reports and analysis;
 - developing project deliverables, such as PowerPoint presentations, tables, graphs, charts and,
 - website & social media content.
- Local knowledge of Georgian Bay issues will be a benefit but not a requirement
- No previous work experience required
- No certification or professional designation required

Other skills that would be useful, but not required, are:

- Ability to acquire/develop new skills on the job
- Self-starter with proven ability to operate in a flexible work environment and manage time and tasks in an effective and timely manner

Skills that are expected to be developed:

Research – all projects require extensive research skills.

Analysis – there will be a need to analyze information and condense it into different project deliverables and formats.

Communications – the project deliverables will need to be communicated to various audiences. You will need strong skills in converting information, research, and analysis into user friendly communications, including presentations, written documents, web content and communiques.

Specific Knowledge/Experience – You will end the year with detailed knowledge and experience related to the five coastal protection projects – specifically in the following areas:

- Municipal planning bylaws, regulations, protocols and best practices;
- Septic inspections, maintenance, available/permitted technologies and Ontario building code requirements; and
- Municipal waste collection regulations, compliance requirements and best practices.

Networking – during the course of your internship you will build an extensive network within the five municipal governments, Georgian Bay Forever, Georgian Bay Land Trust, Georgian Bay Biosphere, the 17 GBA associations, various Ontario and Federal government agencies, marinas, and various local suppliers.

Tasks and Responsibilities

There are five specific coastal protection projects currently identified and the primary responsibility for you will be to work with the Executive Director to develop and deliver measurable results on these initiatives.

The coastal municipalities are: Town of North East Manitoulin and Islands (NEMI); Municipality of Killarney (Killarney); Township of the Archipelago (ToA); Township of Carling (Carling); Township of Georgian Bay (TGB). Collectively the “Municipalities”.

The expectation is that further projects will be identified and other work will be done for GBA to broaden the experience and skills learned during your internship.

As applicable/relevant to each project listed below, project work will include:

- researching and developing analysis;
- providing information & education materials;
- developing best practices guides & recommendations.

Projects:

- Comparing and contrasting Strategic Plans, Official Plans, Comprehensive Zoning Bylaws and Community Plans;
- Coastal Planning Issues;
- Municipal Septic Inspections;
- Homeowners Septic Maintenance and Management;
- Municipal Waste Collection Facilities; and
- Other Coastal Protection Projects.

In addition, you will provide general support on other GBA projects as required.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

