



Ecological Administrative Assistant One (1) Full Time Position Available Salary Range: 44,800- 58,300

Grand River Employment and Training Inc. (GRETI) is seeking a highly motivated hands on Ecological Administrative Assistant to provide administrative support and hands on field work. The Ecological Administrative Assistant plays a key role in keeping ecological projects on track and helping Kayanase achieve its environmental restoration goals.

The Ecological Administrative Assistant shall possess the following skills: Time management, critical thinking, problem solving, planning & organizing, team work, and decision making. In addition to these skills, you must possess the following qualifications:

Qualifications:

- ✚ Diploma in environmental science, office administration, or a related field
- ✚ One (1) to three (3) years' experience in administrative roles, preferably within an environmental or field-based setting
- ✚ Familiarity with ecological restoration practices or environmental project management is a strong asset.

If you have a desire to be apart of the improving habitat conditions & overall health & wellbeing of mother earth, tell us who you are by submitting the following:

1. Cover letter stating how you meet the demands of this position
2. Up to Date Resume highlighting your qualifications, and
3. Three (3) work related references (letters not required)

Please submit a covering letter and resume that demonstrates how you meet the requirements, GRETI cannot make assumptions about your education and experience. We thank all those who apply.

GRETI offers a competitive wage, group benefits and pension for full time employees, three (3) weeks' vacation to start, along with other non-required benefits

Applications must be submitted to: Human Resources, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0

Applications may also be faxed and emailed to (Fax) (519) 445-4777 or kristen@gretisn.org until 4:00 PM on Friday September 4, 2026. Late applications will not be considered.



GRETI is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by GRETI regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential. Based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.

Job Title:	Ecological Administrative Assistant
Location:	Kayanase Greenhouse & Surrounding Area
Reports To:	Ecological Team Lead Ecologist

A. PURPOSE:

The Ecological Administrative Assistant is responsible for supporting the ecological restoration projects by providing administrative support and hands-on fieldwork. The Ecological Administrative Assistant works closely with the Ecologist and Ecological Team Lead to ensure smooth communication, coordination, and execution of ecological projects. This role is a mixture of office work and outdoor activities, bringing efficiency and support to both field and administrative tasks. The Ecological Administrative Assistant plays a key role in keeping the ecological projects on track and helping Kayanase achieve its environmental restoration goals.

The Ecological Administrative Assistant is responsible for assisting the department and organization in reaching their goals and objectives by continuously enhancing operations through more efficient and effective work processes while maintaining the level of professionalism expected by GRETI (as outlined in the Policies and Procedures Manuals) and upholding the ethics of the position.

B. CORE COMPETENCIES:

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|-------------------------|---------------------|
| ✚ Research & Analysis | ✚ Decision Making |
| ✚ Teamwork | ✚ Critical Thinking |
| ✚ Problem solving | ✚ Safety Procedures |
| ✚ Planning & Organizing | ✚ Time Management |

C. QUALIFICATIONS:

The Ecological Administrative Assistant shall possess a Diploma in environmental science, office administration, or a related field, One (1) to three (3) years' experience in administrative roles, preferably within an environmental or field-based setting with experience with restoration or fieldwork is an asset. And a valid drivers licence & willingness to travel to field sites as required.

Knowledge

- ✚ Familiarity with ecological restoration practices or environmental project management is a strong asset.
- ✚ Proficiency with office software (e.g., MS Office Suite) & project management tools.
- ✚ Comfortable with fieldwork in various outdoor environments, including natural landscapes & restoration sites.



**FOR A COMPLETE COPY OF THE JOB DESCRIPTION, PLEASE CONTACT HUMAN
RESOURCES at kristen@gretisn.org, please allow 24 hours for a return
e-mail or call (519) 445-2222 ext. 3113.**

We use artificial intelligence tools to support the screening, assessment, and selection of applicants in our GRETI hiring process. These tools assist our team and do not replace human decision-making.