



## **EMPLOYMENT OPPORTUNITY:**

*Columbia Shuswap Invasive Species Society*

### **Invasive Species Program Assistant**

**JOB TITLE:** Invasive Species Program Assistant  
**LOCATION:** Columbia-Shuswap  
**CLOSING DATE:** March 22<sup>nd</sup>, 2015  
**POSITIONS:** 6-month (April-September) (1 position) - Job Reference #: 001  
4-month (May-August) (1-2 position(s)) - Job Reference #: 002

The Columbia Shuswap Invasive Species Society (CSISS) is a non-profit organization comprised of volunteer members representing private & public agencies, clubs and organizations in the Columbia-Shuswap Region of British Columbia. Members of the society are dedicated to increasing awareness of invasive plants and associated losses caused to the natural and domestic resources of our Region. The Society performs invasive species inventory, promotes best management practices, and coordinates invasive species action, education and awareness activities throughout the Columbia-Shuswap Region.

#### **JOB DESCRIPTION:**

Under the guidance of the CSISS Executive Director and direct supervision of the Society's Program Manager, the Program Assistant will be responsible for carrying out various functions of the CSISS's invasive species program, including assisting with inventory, developing and delivering educational events, workshops and activities, as well as working with stakeholders to ensure a coordinated approach to invasive species management in the region.

The base of operation will be located in the Columbia-Shuswap (please specify your proposed work location within the CSRD), with extensive travel throughout the region. Although this will be full-time throughout the length of the term, work hours will fluctuate with weather and project demands.

#### **JOB DUTIES:**

- Work with Program Manager to deliver Invasive Species programs as described in the CSISS Work plan
- Help to deliver CSISS events and training programs throughout the region, including the delivery of school/youth education programs
- Work with Program Manager to build relationships with First Nations and other stakeholders in the region to enhance collaboration on invasive species issues
- Assist with invasive plant inventories
- Invasive Alien Plant Program (IAPP) data entry
- Track and report on successes of program

## SKILLS REQUIRED:

The Program Assistant will be engaging with partners and the public on a daily basis and therefore need to be energetic, positive, outgoing, and confident. Successful candidates must be BC residents that are self-motivated, highly organized, responsible, and work well in a team. All applicants must have completed Grade 12 or equivalent.

Ideally, you will have a strong combination of the following skills:

- Knowledge of invasive species;
- Ability to engage effectively with members of the public;
- Strong motivational skills;
- Excellent oral and written communication skills;
- Experience and interest in delivering public presentations;
- Experience working with youth and/or community groups;
- Experience conducting plant surveys and field work;
- Experience working around water and boats; and
- Willingness to travel.

Additional Assets:

- Have or are working towards a technical certificate or degree in natural resource science;
- Social media skills;
- Experience with the Microsoft Office Suite, primarily Word, Excel and Power Point;
- Experience in data collection, organization and management; and
- Experience with report writing.

## Applicants MUST Possess:

- Current WCB Level 1 First Aid certification; and
- A valid BC driver's license

## JOB REFERENCE 002:

*Note: Job Reference #002 is pending funding from Canada Summer Jobs Program*

There may be 4-month positions (May-August) available supported by Canada Summer Jobs (CSJ) initiative. **To be eligible to participate in the CSJ initiative, applicants MUST:**

- ✓ Be between 15 and 30 years of age at the start of the employment;
- ✓ Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- ✓ Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- ✓ Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

## **APPLICATION PACKAGE – MANDATORY ITEMS:**

Please include the following items in your application package:

1. Cover letter clearly stating:
  - The Job Reference # you would like to be considered for,
  - The location you would like to be considered for,
  - Your qualifications,
  - Your relevant skills and experience.
2. Resume

**Please submit your application package no later than **March 22nd, 2015****

to: Columbia Shuswap Invasive Species Society

Email to: [info@columbiashuswapinvasives.org](mailto:info@columbiashuswapinvasives.org)

### **Important Information:**

- Only candidates considered for positions will be contacted.
- All candidates selected for an interview must be available for interview during the week of **March 23-27th, 2015**.
- Successful candidates for Job Reference 001 must be available to start **April 7<sup>th</sup>, 2015**.
- Successful candidates for Job Reference 002 must be available to start **May 4<sup>th</sup> 2015**.

Please send any questions to [info@columbiashuswapinvasives.org](mailto:info@columbiashuswapinvasives.org)