



EMPLOYMENT OPPORTUNITY:

Columbia Shuswap Invasive Species Society

Aquatic and Outreach Program Coordinator

JOB TITLE:	Aquatic and Outreach Program Coordinator
JOB REFERENCE:	#001
LOCATION:	Columbia-Shuswap
CLOSING DATE:	March 21st, 2017
EMPLOYMENT DURATION:	4 month (April-Aug), 35 hours/week <i>with possibility of extension</i>
POSITIONS:	1 position
JOB LOCATION:	Worksites within the Columbia Shuswap Regional District. Coordinator may work out of Revelstoke or Salmon Arm office or out of home based office within the CSRD region with weekly/bi-weekly meetings in Revelstoke.

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 species and associated losses caused to the natural and domestic resources of our Region. The Society performs invasive species inventory, treatment programs, promotes best management practices, and coordinates invasive species action, education and awareness activities throughout the Columbia-Shuswap Region.

JOB DESCRIPTION:

Under the direct supervision and guidance of the CSISS Executive Director, the Aquatic and Outreach Program Coordinator will be responsible for managing the CSISS Aquatic Invasive Species and Outreach Programs, including aquatic field sampling and education and outreach activities. The position will be approximately 50% fieldwork/outreach events, and 50% office work.

The base of operation will be located in the Columbia-Shuswap (please specify your preferred work location within the CSRD), with extensive travel throughout the region. Regular team meetings will occur weekly/bi-weekly in Revelstoke, BC. Although this will be full-time throughout the length of the term, work hours may fluctuate with weather and project demands.

JOB DUTIES:

- Lead annual aquatic field operations planning process, including organizing schedules, deliverables and agendas, with reference to the [Canadian Columbia Basin Aquatic Invasive Species Framework](#), the CSISS Strategic and Operational Plans, and CSISS Annual Workplan.
- Conduct aquatic invasive species inventories and mapping, including: aquatic invasive plant surveys, and zebra/quagga veliger sampling.
- Work with Executive Director to build relationships with key stakeholders in the region to enhance collaboration on invasive species management.
- Research and maintain up to date knowledge of aquatic invasive species and

specific treatment options.

- Lead CSISS outreach program planning and delivery, including Don't Let It Loose, Play Clean Go, Plant Wise, and Clean Drain Dry programs throughout the region.
- Lead the development of educational materials (website, newsletters, press releases, brochure, display booth, etc).
- Lead outreach presentations and workshops on invasive species to key audiences & stakeholders in the Columbia Shuswap.
- Respond to public and stakeholder inquiries about invasive species and their management, provide recommendations to aquatic managers as needed.
- Responsible for compiling and producing final reports related to CSISS outreach/aquatics programs in conjunction with the Executive Director.
- Help train and supervise summer students and contractors, as required.
- Assist Executive Director in fund development;
- Maintain regular communication with the CSISS Board of Directors, Executive Director, other CSISS staff, government agencies and relevant stakeholders;
- Track costs and program deliverables.

SKILLS REQUIRED:

The Aquatic and Outreach Program Coordinator will coordinate an aquatic invasive species field program and outreach program over a large regional district, and therefore need to be organized, motivated, and have previous invasive species management experience. The successful applicant 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 self-motivated, highly organized, responsible, and work well in a team. All applicants must have completed Grade 12 or equivalent and have completed a relevant post-secondary program (technical certificate/diploma or degree in natural resources sciences).

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

- Knowledge of invasive species and plant identification;
- Experience conducting aquatic sampling and invasive plant surveys;
- Experience coordinating outreach programs, including developing resources, workshops, presentations, media communication, etc.;
- Experience with Microsoft Office: Word, Excel and Power Point, and GIS;
- Experience in data collection, organization and management;
- Experience with report and grant writing;
- Experience training and supervising staff;

- Ability to engage effectively with members of the public and key stakeholders;
- Strong motivational skills;
- Excellent oral and written communication skills;
- Experience and interest in delivering presentations;
- Willingness to travel.

Additional Assets:

- Have a technical certificate or degree in natural resource science;
- Local/regional knowledge and experience.

Applicants MUST Possess:

- Current WCB Level 1 First Aid certification; and
- A valid Class 5 driver's license

APPLICATION PACKAGE – MANDATORY ITEMS:

Please include the following items in your application package (one PDF document combined):

1. Cover letter clearly stating:
 - The Job Reference # you would like to be considered for,
 - The location within the Columbia Shuswap Regional District 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 21st, 2017 to:**

Columbia Shuswap Invasive Species Society

Email to: info@columbiashuswapinvasives.org

Important Information:

- Only candidates considered for positions will be contacted.
- All candidates selected for an interview must be available for a one hour phone or in-person interview during **March 27th or March 28th 2017**.
- Successful candidates for Job Reference 001 would preferably be available to start the week of **April 10th or 17th, 2017**.

Please send any questions to info@columbiashuswapinvasives.org