

## EMPLOYMENT OPPORTUNITY:

*Columbia Shuswap Invasive Species Society*

### Invasive Species Program Assistant- Student Position

<b>JOB TITLE:</b>	Invasive Species Program Assistant
<b>JOB REFERENCE:</b>	#002
<b>LOCATION:</b>	Columbia-Shuswap
<b>CLOSING DATE:</b>	March 28th, 2017
<b>EMPLOYMENT DURATION:</b>	4-month (May-August)
<b>POSITIONS:</b>	1-2 positions
<b>JOB LOCATION:</b>	Worksites within the Columbia Shuswap Regional District. Assistant will work out of Revelstoke or Salmon Arm office or may work 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 Invasive Species Program Assistant will be responsible for carrying out various functions of the Columbia Shuswap Invasive Species Society's programs. Activities include assisting with invasive species surveys, mechanical plant treatments, developing and delivering educational programs, workshops and activities, as well as working with stakeholders, to ensure a coordinated approach to invasive species management in the region. The Invasive Species Program Assistant will work in rural communities with a variety of stakeholders, including First Nations partners, the Invasive Species Council of BC, local governments, community groups, and others.

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:**

- Work with Executive Director, Program Coordinators and other CSISS staff to deliver Invasive Species Terrestrial, Aquatic and Outreach programs as described in the CSISS Work plan
- Help to deliver CSISS events and training programs throughout the region, including the delivery of Plant Wise, Clean Drain Dry, Play Clean Go, and Don't Let It Loose outreach programs

- Work with Executive Director to build relationships with First Nations and other stakeholders in the region to enhance collaboration on invasive species issues
- Assist with invasive species inventories, invasive plant mechanical treatments, and 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 self-motivated, highly organized, responsible, and work well in a team. All applicants must have completed Grade 12 or equivalent and be currently enrolled in a relevant post-secondary program. All activities require you to be physically fit and to conduct all physical aspects of the job.

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 and information-booths;
- Experience working with youth and/or community groups;
- Experience conducting plant surveys and field work;
- Enjoy working outdoors in variable field conditions;
- Comfortable working in remote settings;
- Experience working around water and watercraft, and;
- Willingness to travel, and work weekends.

Additional Assets:

- Have or are working towards a technical certificate or degree in natural resource science;
- Social media skills;
- Experience with iPads, GIS Mapping software and Microsoft Office: 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

**Applicants must be eligible to participate in the Canada Summer Jobs (CSJ) initiative (requirements listed below):**

- ✓ 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 or territorial legislation and regulations.

**APPLICATION PACKAGE – MANDATORY ITEMS:**

Please include the following items in your application package (**one PDF document** combined 1 and 2):

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,
  - Confirmed eligibility for Canada Summer Jobs Program,
  - Your relevant skills and experience.
2. Resume

**Please submit your application package no later than **March 28th, 2017** 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 one hour phone or in-person interview on **April 10<sup>th</sup>- 11<sup>th</sup>, 2017**.
- Successful candidates for Job Reference 002 must be available to start **May 9<sup>th</sup> 2017**.

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