EMPLOYMENT OPPORTUNITY:

Columbia Shuswap Invasive Species Society

Field Operations Program Coordinator

JOB TITLE:	Field Operations Program Coordinator
JOB REFERENCE:	#001
LOCATION:	Columbia-Shuswap
CLOSING DATE:	March 16th, 2016
EMPLOYMENT DURATION:	4 month (May-Aug), 35 hours/week *with possibility of extension*
POSITIONS:	1 position
JOB LOCATION:	Worksites within the Columbia Shuswap Regional District. Coordinator may work out of Revelstoke 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, 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 Field Operations Program Coordinator will be responsible for managing the CSISS Field Operations (Terrestrial Invasive Species) Program, including field operations and education and outreach activities.

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 terrestrial field operations planning process, including organizing schedules, deliverables and agendas, with reference to the CSISS Strategic and Operational Plans.

- Conduct field inventories and mapping, including: invasive plant surveys, biocontrol surveys and monitoring.

- Develop and maintain the digital mapping program, proficiency with GIS applications (specifically QGIS and GIS Pro).

- Work with Executive Director to build relationships with key stakeholders in the region to enhance collaboration on invasive species management.

- Function as CSISS's data manager for the Invasive Alien Plant Program (IAPP) application, responsible for the integrity of all of CSISS's invasive plant data.

- Respond to weed complaints and invasive species reports, and provide outreach to landowners.

- Research and maintain up to date knowledge of invasive species and specific treatment options.

- Work with Executive Director and CSISS staff to deliver Invasive Species outreach programs, such as Play Clean Go, Plant Wise, Clean Drain Dry, etc. at CSISS events and training programs throughout the region.

- Respond to public and stakeholder inquiries about invasive species and their management, provide recommendations to land management agencies as needed.

- Responsible for compiling and producing final reports related to CSISS operations in conjunction with the Executive Director.

- Maintain regular communication with the CSISS Board of Directors, Executive Director, government agencies and relevant stakeholders;

- Track costs and program deliverables.

SKILLS REQUIRED:

The Field Operations Coordinator will coordinate a terrestrial invasive species field 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 invasive plant surveys and field work;
- Experience monitoring invasive plant treatments;
- Experience with Microsoft Office: Word, Excel and Power Point;
- Experience in data collection, organization and management;
- Experience with report writing;
- Proficiency with GIS applications, specifically QGIS and GIS Pro.
- Ability to engage effectively with members of the public;
- 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;
- Industrial Vegetation and Noxious Weed Pesticide Applicator license, or wiliness to attain.

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

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 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 16th, 2016 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 phone or in-person interview during the week of **March 28th- April 1st, 2016.**
- Successful candidates for Job Reference 001 would preferably be available to start the week of **May 1st, 2016.**

Please send any questions to info@columbiashuswapinvasives.org