

EMPLOYMENT OPPORTUNITY:

Columbia Shuswap Invasive Species Society

Education and Outreach Officer

JOB TITLE:	Education and Outreach Officer
JOB REFERENCE:	#001
LOCATION:	Columbia-Shuswap
CLOSING DATE:	April 2, 2018
EMPLOYMENT DURATION:	4 month (May-Aug), 35 hours/week <i>with possibility of extension, pending funding</i>
POSITIONS:	1 position
JOB LOCATION:	Worksites within the Columbia Shuswap Regional District. Main office in Revelstoke, BC but travel required for position throughout the CSRD.

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 and Outreach Program Coordinator, the Education Officer will be responsible for delivery of the CSISS Outreach Program.

The base of operation will be located in the Columbia-Shuswap, with extensive travel throughout the region. Regular team meetings will occur weekly in Revelstoke, BC at the main office. Although this will be full-time throughout the length of the term, work hours may fluctuate with weather and project demands.

JOB DUTIES:

- 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.
- Liaise with and deliver outreach material to the public at regional and provincial education and outreach events.
- Assist in the development of educational materials (website, newsletters, press releases, brochure, display booth, etc).
- Assist with outreach presentations and workshops on invasive species to key audiences & stakeholders in the Columbia Shuswap.
- Seek participation from the public to follow best practices to prevent the spread of invasive species.

- Use social media to communicate with the public.
- Track interactions with the public and maintain current inventory of outreach supplies.
- Track costs and program deliverables.

SKILLS REQUIRED:

The Education Officer will deliver the outreach program over a large regional district, and therefore need to be organized, motivated, and have previous invasive species/outreach 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 coordinating outreach programs, including developing resources, workshops, presentations, media communication, etc.;
- Experience with Microsoft Office: Word, Excel and Power Point, and GIS;
- Experience with Social Media: Twitter, Facebook, Instagram;
- Experience in data collection, organization and management;
- 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, drive long hours and work weekends.

Additional Assets:

- Have a technical certificate or degree in natural resource science;
- Local/regional knowledge and experience.
- Experience conducting aquatic sampling and invasive plant surveys;

Applicants MUST Possess:

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

This is a potential Get Youth Working! Opportunity. Please state in your application if you meet the following eligibility requirements (note that these eligibility requirements are not required for application, but are additional asset):

- * be unemployed or under employed (working less than 20 hours a week)
- * have not had an Employment Insurance Claim which ended in the past 3 years or

a Maternity / Parental EI Claim which started in the last 5 years (to be determined by Bowman Employment Services Inc.)

* currently not on an Employment Insurance Claim

* be between the ages of 15 and 29 and reside in BC

* not be a full-time student

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,
 - Your qualifications,
 - If you are eligible for Get Youth Working,
 - Your relevant skills and experience.
2. Resume

Please submit your application package no later than **April 2, 2018 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 **April 9th- 19th, 2018**
- Successful candidates for Job Reference 001 would preferably be available to start the week of **May 7th 2018**.

Please send any questions to info@columbiashuswapinvasives.org