EMPLOYMENT OPPORTUNITY:
Columbia Shuswap Invasive Species Society

Invasive Species Program Assistant

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Invasive Species Program Assistant</th>
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<tbody>
<tr>
<td>JOB REFERENCE:</td>
<td>#001</td>
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<tr>
<td>LOCATION:</td>
<td>Columbia-Shuswap</td>
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<td>CLOSING DATE:</td>
<td>March 4, 2020</td>
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<td>EMPLOYMENT DURATION:</td>
<td>4-month (May-August), 30-35hrs/week, wage $18/hour (pending funding)</td>
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<td>POSITIONS:</td>
<td>1-2 positions (pending funding)</td>
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<td>JOB LOCATION:</td>
<td>Worksites within the Columbia Shuswap Regional District. Main office in Revelstoke, BC but travel required for position throughout the CSRD.</td>
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APPLICATION PACKAGE - MANDATORY ITEMS:
Please include the following items in your application package (one PDF document combined 1, 2 and 3):

1. **Cover letter** clearly stating:
   - The Job Reference # you would like to be considered for;
   - Your qualifications, relevant skills and experience;
   - Confirmed OFA 1 or equivalent first aid;
   - Confirmed 3 years clean driving record and claims history;
   - Confirmed eligibility for Eco Canada Student Work Placement Program and/or youth participant for Canada Summer Jobs initiative.

2. **Resume**, including two references (phone numbers)

3. **Driver's abstract with 3 years clean driving record and claims history** (Link for ICBC: [https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx](https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx))

Please submit your application package no later than **March 4th, 2020** to:
Robyn Hooper, Executive Director, Columbia Shuswap Invasive Species Society
Email to: info@columbiashuswapinvasives.org

JOB DESCRIPTION:
Under the direct supervision and guidance of the CSISS Executive Director and Program Coordinators, the Program Assistant will be responsible for carrying out various functions of the Columbia Shuswap Invasive Species Society's programs, as described in job duties below. The base of operation will be out of Revelstoke, but there will be extensive travel throughout the Columbia Shuswap Regional District. Regular team meetings will occur weekly in Revelstoke, BC. Work hours will be full-time throughout the length of the term, but hours may fluctuate daily with weather and project demands. Work schedule likely to be Tuesday-Saturday.

Important Information:
- Only candidates considered for positions will be contacted for an interview.
- All candidates selected for an interview must be available for one-hour phone or in-person interview between **March 16- March 30, 2020**.
- Successful candidates for Job Reference 001 will be contacted in April (pending funding) and must be available to start **May 11th, 2020**.

Please send any questions to info@columbiashuswapinvasives.org
JOB DUTIES:

- Work with Executive Director, Program Coordinators, and other CSISS staff to deliver invasive species Outreach, Terrestrial, and Aquatic programs.
- Help to deliver CSISS messaging through door to door, boat launch outreach, festivals, and events, and school programs throughout the region, including the delivery of our main behavior change programs: Plant Wise, Clean Drain Dry, Play Clean Go, and Don’t Let It Loose.
- Help to build relationships with Indigenous Peoples, partners, and other stakeholders in the region to enhance collaboration on invasive species issues.
- Assist with invasive species inventories (surveying plants / aquatic sampling) and Invasive Alien Plant Program (IAPP) data collection.
- Mechanically treat small scale invasive plant infestations.
- 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 needs to be energetic, positive, outgoing, charismatic, 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 preference to those who have or are completing a relevant post-secondary program. All activities are physically demanding, and the position requires extensive driving throughout the region, therefore experienced driving skills are required.

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

- Experience and ability to interact and effectively engage people while delivering public presentations, approaching the public with outreach materials and surveys, and engaging the public at information booths;
- Confidence public speaking;
- Experience working with youth and/or community groups;
- Strong motivational skills;
- Excellent oral and written communication skills;
- Knowledge and interest in invasive species;
- Ability to quickly acquire skills in conducting surveys and field work;
- Enjoy working outdoors in variable field conditions;
- Enjoy physically challenging work, such as weed pulling;
- Comfortable working in remote settings;
- Experience driving with long days and distances;
- Experience working around water and watercraft, and;
- Have or are working towards a certificate or degree;
- Willingness to travel, and work weekends.
Additional Assets:
- Experience interacting and presenting to a wide variety of audiences;
- Knowledge of communication techniques used in interpretation (storytelling, theatre, music);
- Training in communications, psychology, marketing, and/or natural sciences;
- Social marketing and 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 Worksafe BC OFA Level 1 or equivalent First Aid certification; and
- A valid BC driver’s license with 3 years Driving record and claims history

Applicants must be eligible to participate in the 1. Eco Canada Student Work Placement Program and/or 2. Canada Summer Jobs Program (requirements listed below):

1. Eco Canada Student Work Placement Program Requirements:
   To be eligible, applicants must:
   - If you currently study at a university or college in the areas of Science, Technology, Engineering, Art or Math (STEAM) and Business, you qualify!
   - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
   - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

   Students on a work permit or visa are not eligible.

2. Canada Summer Jobs Program Requirements:
   To be eligible, youth must:
   - be between 15 and 30 years of age at the start of the employment;
   - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
   - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
About CSISS
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.