

EMPLOYMENT OPPORTUNITY:

Columbia Shuswap Invasive Species Society

Invasive Species Program Assistant

JOB TITLE:	Invasive Species Program Assistant
JOB REFERENCE:	#001
CLOSING DATE:	March 8, 2021
EMPLOYMENT DURATION:	April 5 - September 18 th 2021: 8 weeks part-time (15hrs week in April/May); and 16 weeks full time 30-35hours/week (June-September)
HOURLY RATE:	\$18/hour
POSITIONS:	1 position
JOB LOCATION:	Worksites within the Columbia Shuswap Regional District (primarily Columbia Basin portion). Main office in Revelstoke, BC but travel required for position throughout the CSRD.

APPLICATION PACKAGE – MANDATORY ITEMS:

Please include the following items in your application package:

1. **Job Application form:** [download here.](#)
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>)

Please submit your application package no later than **March 8th, 2021 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 regular weekly amounts throughout the length of the term, but hours may fluctuate daily with weather and project demands. Work schedule likely to be Tuesday-Saturday in the summer outreach months.

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 online interview between **March 15- March 26, 2021.**
- Successful candidates for Job Reference 001 will be contacted in late March and must be available to start **April 5th, 2021.**

This position is made possible in part through CBT job experience funding, and therefore the employee must:

- be a permanent resident of the Basin ([map](#));
- be unemployed, laid off or unable to secure sustainable work due to the pandemic, or be underemployed;

- not be a student; and
- be legally entitled to work in Canada.

Note: "underemployed" is defined as someone who does not have enough paid work or who is doing work that does not make full use of their skills and abilities.

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. Primarily work will focus on the outreach program.
- Help to deliver CSISS messaging through door to door, boat launch outreach, community events, online workshops, 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 Program Coordinators with invasive species (terrestrial and aquatic) field inventories and management (including mapping, monitoring, restoration and weed-pulling), as required.
- 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;
- Experience with social media platforms (Instagram, Facebook, TikTok, etc);
- Experience working with youth and/or community groups;
- Strong motivational skills and confidence public speaking;
- Knowledge and interest in invasive species;
- Experience driving with long days and distances;
- 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.

Please note this position is also training opportunity, so we encourage applicants who do not meet all the skills listed.

Applicants MUST Possess/obtain within first 2 months of employment:

- Current Worksafe BC OFA Level 1 or equivalent First Aid certification (note: cost for this can be covered by employer and this course can be taken within first two months of employment)
- A valid BC driver's license (Class 5) with 3 years driving record and claims history (no at fault accidents in the last 3 years; must have 3 or fewer road tickets in the last 3 years; must have no criminal convictions under the motor vehicle act) – these are rules of the Kootenay Carshare Co-op where we lease vehicles from.

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.

The Columbia Shuswap Invasive Species Society (CSISS) is committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, color, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.