 Job Application Form –

Aquatic Invasive Species Program Coordinator

For details on qualifications and responsibilities for the positon of AIS Program Coordinator, please refer to the job posting on our website.

**Any information provided in this form will be kept confidential and not shared with others.**

# Application Process

Thank you for your interest in working with the Columbia Shuswap Invasive Species Society. Please fill out the following form with as much detail as possible and **email it along with your resume in PDF format to** [info@columbiashuswapinvasives.org](mailto:info@columbiashuswapinvasives.org)

We are an Equal Opportunity Employer and committed to creating a diverse, equitable, and inclusive work environment. We welcome and encourage individuals who self-identify as members of underrepresented and underserved groups.

We thank all candidates for their interest. Only candidates short-listed will be contacted for an interview.

## Personal Information

First Name: Click or tap here to enter text.

Last Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Educational Degree, year graduated, and institution: Click or tap here to enter text.

Current Address: Click or tap here to enter text.

Are you eligible to work in Canada? (According to the Government of Canada, to be eligible, you need a valid work permit, have the status of landed immigrant, permanent resident or be a Canadian citizen – please state which):

Click or tap here to enter text.

Do you meet the below application requirements (check boxes if yes):

* Current Worksafe BC OFA Level 1 or [equivalent](https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements/certificates-accepted-in-bc) 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.
* Applicants must be fully vaccinated against COVID-19 (as per [CSRD](https://www.csrd.bc.ca/sites/default/files/A-84%20Proof%20of%20Vaccination%20Policy.pdf) and [Province of BC](https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/covid19_vaccination_faqs.pdf) vaccination policies, due to CSISS being contractors to these agencies entering their facilities)

Please select all you identify with (this question is optional)

* Indigenous
* LGBTQ+
* Womxn
* Person of Colour
* Other (please specify) Click or tap here to enter text.
* Would rather not disclose

## Relevant Experience

In 150 words or less, describe your relevant experience for the delivery of Aquatic Invasive Species programming (e.g. outreach, invasive mussel lake monitoring, data entry, budgeting, GIS mapping, managing staff, liaising with partners and land managers) (Please list where and duration of experience)

Click or tap here to enter text.

In 150 words or less, describe any knowledge of invasive species and/or species identification (Please list where and duration of experience)

Click or tap here to enter text.

In 150 words or less, describe your experiencing coordinating a program/project (planning, delivery, reporting, overseeing other staff, schedules, etc.)

Click or tap here to enter text.

In 150 words or less, describe why you believe you would be the best candidate for this position (bullet point form is acceptable)

Click or tap here to enter text.

## Assignment

In 100 words or less, respond to this email: “Hello, I’m a marina in Shuswap and worried about the invasive mussel issue and importing boats for sale. Can you provide me with more information about invasive mussels and what I should do about getting our boats cleaned before they get here?”

Click or tap here to enter text.

In 250 words or less, explain how you would go about planning the aquatic program calendar for outreach and lake monitoring of invasive mussels around the region. What are the steps you would take to ensure all items on the workplan are completed and how would you prioritize the various activities?

Click or tap here to enter text.

## Certification

Check any other current certifications/accreditations you have.

* Swiftwater Rescue Click or tap here to enter text.
* WHMIS Click or tap here to enter text.
* Other (please list all) Click or tap here to enter text.

If you are planning or willing to obtain any of the above or other certifications/accreditations before the position start date, list them below including date of course and organization hosting the course.

Click or tap here to enter text.

Thank you!

If you have any further questions or comments, please email [info@columbiashuswapinvasives.org](mailto:info@columbiashuswapinvasives.org)