**EMPLOYMENT OPPORTUNITY:**

*Columbia Shuswap Invasive Species Society*

**Invasive Species Program Assistant**

# JOB TITLE:

# JOB REFERENCE:

# CLOSING DATE:

# EMPLOYMENT DURATION:

**HOURLY RATE:**

**POSITIONS**:

**JOB LOCATION:**  Invasive Species Program Assistant

#002

March 28, 2022

May 24-August 20 2022: 35 hours/week (possibility for extension)

$19/hour

1-2 positions

Worksites within the Columbia Shuswap Regional District. 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.](https://columbiashuswapinvasives.org/wp-content/uploads/2022/03/Program-Assistant-Application-Form.docx)
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](about:blank) )

**Please submit your application package no later than March 28, 2022 to:**

CSISS Hiring Team, Columbia Shuswap Invasive Species Society

Email to: [info@columbiashuswapinvasives.org](about:blank)

# 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 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 **April 12- 15, 2022.**
* Successful candidates for Job Reference 002 will be contacted in late April and must be available to start **May 24, 2022.**
* 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 send any questions to* [*info@columbiashuswapinvasives.org*](about:blank)

**Applicants must indicate if they are eligible to participate in the Canada Summer Jobs Program (requirements listed below):**

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.
* For more information on Canada Summer Jobs: <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html#h3.2>

# JOB DUTIES:

* Work with Executive Director, Program Coordinators and other CSISS staff to deliver invasive species Outreach, Terrestrial Field, 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;
* Plant identification skills;
* Experience driving with long days and distances;
* Ability to quickly acquire skills in conducting surveys and field work;
* Enjoy working outdoors in variable field conditions;
* Experience working around water and watercraft, and;
* Willingness to travel, and to work weekends.

Additional Assets:

* An interest in communications, psychology, social marketing, and/or natural sciences;
* 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.

**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
* 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 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.