

EMPLOYMENT OPPORTUNITY:

Columbia Shuswap Invasive Species Society



Outreach Assistant

TERM:	May 5 - August 22, 2026 (Tuesday to Saturday schedule), with possibility of extension
WAGE:	\$25.50/hour
HOURS:	35 hours/week
LOCATION:	Office located in Revelstoke. Travel required for events and activities throughout the Columbia Shuswap Regional District

Position Overview:

The Columbia Shuswap Invasive Species Society (CSISS) is a non-profit, charitable organization that facilitates the prevention, reduction and management of invasive species within the Columbia Shuswap Regional District. The Outreach Assistant will work with the Communications and Engagement Manager with invasive species education and outreach programs, and potentially support the Field Operations program.

Duties include hosting educational booths at events, leading community weed pulls and youth events, supporting presentations, workshops, and webinars, updating the website, creating newsletters, press releases, podcasts, social media posts, distributing educational resources, and documenting program delivery.

This position involves office and field work, with variable hours, including weekends, holidays, and some evenings (Tuesday to Saturday schedule). It requires good physical fitness for tasks such as extended walking, standing, lifting and digging (e.g. solo set up and take down of outreach booth and weed pulling). Extensive driving is required, with a vehicle provided for job-related travel.

Eligibility: This position may be contingent on Canada Summer Jobs or other youth wage subsidies, therefore, the applicant *must*:

- be between 15 and 30 years of age **at the beginning** of the employment period
 - 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
 - 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
 - have current Worksafe BC OFA Level 1 or equivalent First Aid certification, or willing to obtain
 - have a valid Class 5 BC driver's license with clean driving record (3 year abstract and claims history required)
 - completed grade 12 or equivalent
-

Requirements:

- Outgoing, energetic team player who enjoys and is confident speaking with the public in a variety of settings
 - Passion for environmental education and preferably some knowledge of invasive species
 - Organized with attention to detail in all aspects of work; experience in Microsoft Office/ Excel/ Zoom
 - Self-motivated and comfortable working unsupervised
 - Excellent oral and written communication and social media skills; experience with social media and graphic design
 - Willing and able to work long hours outdoors in variable field conditions
 - Applicants are post-secondary students or recent graduates, ideally in an environmental or education focused field
 - Successful completion of a criminal record check
-

To apply, fill out the APPLICATION FORM + send your RESUME and DRIVER'S ABSTRACT to info@columbiashuswapinvasives.org

1. [Application form](https://forms.gle/mYBJwZRq7maxWwHa8) <https://forms.gle/mYBJwZRq7maxWwHa8>
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>)

Deadline: March 13, 2026

Submit to: info@columbiashuswapinvasives.org

*Apply early! Applications will be reviewed as they're received. Positions may be filled prior to the deadline if an appropriate candidate is found. Only candidates selected for an interview will be contacted. We thank all applicants for their interest.