EMPLOYMENT OPPORTUNITY:
Columbia Shuswap Invasive Species Society

Communications and Engagement Coordinator

START DATE:	April 20th, Permanent, year-round.
WAGE:	$27.80/hour
HOURS:	28 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 Communications and Engagement Coordinator reports to the Executive Director and is responsible for the development and delivery of a professional, science-based education and outreach program.

Duties include: facilitating information sharing with government agencies, First Nations, non-profits and other organizations; participating in annual general meetings, working groups, partner meetings and forums; training and supervising Outreach Assistant including scheduling, instruction and performance support; developing and leading public presentations, workshops and training for industry; organizing and attending community events, farmer's market booths, weed pulls, youth events; promoting and delivering resources to businesses and public for behaviour change programs (Play Clean Go, Don't Let it Loose, Plant Wise, Buy Local Burn Local, and Clean Drain Dry); assisting with grant writing, report writing, data collection and data quality control; develop and lead digital engagement strategies inclusive of quarterly newsletters, press releases, radio interviews, podcasts, Facebook, Instagram, YouTube, webinars, website management and other communications.

This position involves office and field work, with variable hours, including weekends, holidays, and some evenings (Tuesday to Saturday schedule in the summer months). A substantial portion of the role involves scheduling, communicating with stakeholders and public, and developing digital engagement, which requires a high degree of professional, confident communication (in-person, email, Zoom) and an aptitude for attention to detail.

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
- 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)

Requirements:

- Experience coordinating a multifaceted, dynamic, education and outreach program and supervising others
- Outgoing, energetic team player who enjoys and is professional and confident speaking with the public and stakeholders in a variety of settings (formal meetings, large presentations, information booths)
- Passion for environmental education and preferably some knowledge of invasive species
- Organized with attention to detail in all aspects of work
- Experience developing digital engagement (FB, Instagram, Canva, YouTube, MailChimp, Wordpress) and traditional media (press releases, interviews);
- Self-motivated and comfortable working unsupervised
- Excellent oral and written communication and social media skills; experience with social media and graphic design
- Experience driving with long days and distances, willingness to travel and work weekends
- 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/9NVLcx45qkwT7bTs7
2. **Resume**: including two references (phone numbers)
3. **Driver's Record:** 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 27, 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.