



OPERATIONS PROGRAM COORDINATOR

POSITION: Operations Program Coordinator

LOCATION: Worksites within the Regional District Central Kootenay and Regional District Kootenay Boundary Area A and B. The Coordinator will work out of the Rossland office (TBC) or may work out of a home based office within the CKISS region (<http://ckiss.ca/about/purpose/>)

TERM: Permanent, salary of \$45,000 to \$50,000 dependent on experience (40 hours a week from April-December, 24 hours a week from January-March)

APPLICATION DEADLINE: March 7th, 2016 at 4:00 pm

INTERVIEWS: March 14th, 2016

START DATE: April 4th, 2016

SUMMARY

The Operations Program Coordinator will be responsible for the coordination and implementation of the Central Kootenay Invasive Species Society (CKISS) terrestrial and riparian operational plant program. This position requires a high level of professionalism, communication and leadership. As an ideal candidate you will be self-motivated and have strong team building, leadership, organization, extension and conflict resolution skills. You will have an extensive knowledge of integrated pest management, with proven experience in on-the-ground activities. In addition, you will have proven leadership skills and the ability to work collaboratively with a team. CKISS fosters team development and you will be expected to communicate weekly with other Program Coordinators and the Executive Director. You will be directly supervising multiple staff and organization will be key to your success. The Operations Program Coordinator reports to the Executive Director.

KEY ACCOUNTABILITIES

1. Develops operational workplans for invasive and riparian plant management for summer students and herbicide contractors utilizing statistical and analytical techniques (GIS, ranking systems, R, etc.) to determine the appropriate treatment measures
2. Coordinates operational field staff, including summer students (2) and herbicide contractors (1)
3. Conducts invasive plant inventories and biocontrol surveys and monitoring and associated annual gap analysis
4. Monitors all field activities of staff and contractors to ensure safety procedures and legislated Pest Management Plans are followed
5. Collaborates with multiple partners/stakeholders, land owners, and agencies (governmental and non-governmental)
6. Assists with Early Detection and Rapid Response programs as required
7. Develops and maintains the digital mapping program, proficiency with GIS applications, specifically QGIS and GIS Pro)
8. Ensures data integrity and loads all data into the Province of BC's Invasive Alien Plant Program data base
9. Remains current on emerging invasive plant threats and research results and provides



- leadership on all aspects of the operational program
10. Prepares all partner Summary Reports for review to Executive Director
 11. Represents the CKISS on various partner Committees
 12. Participates in the administration of the program including the development of the annual budget, funding requirements and supervision of seasonal staff
 13. Other duties as required to support CKISS program objectives

QUALIFICATIONS

Required Experience and Knowledge

- Diploma Science (i.e. Range Science, Agriculture, Biology or Environmental Science) with at, or Bachelor of Science (i.e. Range Science, Agriculture, Biology or Environmental Science) with at least two years of related experience
- Operational experience in invasive plant management
- Experience coordinating and supervising staff
- Must be comfortable with the use of herbicides for invasive plant management
- Experience in negotiating/mediating solutions in natural resource management
- Successful completion of security screening, which includes a criminal record check

Required Skills

- Self-motivated and results oriented
- Team player and excellent communicator
- Proficiency in use of field equipment including ATV's, two-way radios, GPS, mobile data collection devices and mobile GIS applications
- Proficiency in GIS preferred
- Skilled in using Office products (excel, word, etc.)
- Exceptional oral and written communication skills, and ability to write final reports
- Ability to analyze data and determine appropriate management options
- Ability to organize, coordinate, oversee and deliver multiple simultaneous projects
- Ability to establish and maintain strong working relationships internally and externally
- Willing to complete extensive travel during the field season
- Willing to conduct field work which may include travel to remote areas by vehicle, boat or foot, overnight or extended stay in rough camp conditions and outdoor work in all weather conditions

Proviso

- Valid Level 1 OFA
- Valid B.C. driver's license (drivers abstract will be requested from those selected for an interview)
- Pesticide Applicators Certificate or willing to acquire



Only candidates being considered for this position will be contacted. Please submit your cover letter and resume as a single pdf, no later than March 7th, 2016 at 4 pm. Please note resumes and cover letters sent in word or as multiple pdf's will not be accepted.

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