



CENTRAL KOOTENAY INVASIVE SPECIES SOCIETY EMPLOYMENT OPPORTUNITY

POSITION: Operations Program Assistant

OF POSITIONS: 2

START DATE: Monday, May 9th, 2016

END DATE: Thursday, August 28th, 2016

TERM: 16 weeks, 40 hours/week

LOCATION: Worksites within the Regional District Central Kootenay and Regional District Kootenay Boundary Area A and B

WAGE: \$15.00-\$18.00 per hour (dependent on skills and experience) plus 4% holiday pay.

APPLICATION DEADLINE: April 15th, 2016

INTERVIEWS: April 22nd, 2016

SUMMARY OF POSITION

Central Kootenay Invasive Species Society (CKISS) is a non-profit society that was formed by a group of residents and company/agency representatives who were interested in promoting collaborative approaches to invasive species management in 2005. The Society includes representatives from non-profit societies, utility companies, government agencies, and local companies. On behalf of its partner organizations, CKISS delivers an invasive plant program throughout the central Kootenay region, which includes Electoral Areas A through K of the Regional District Central Kootenay and areas A and B of the Regional District Kootenay Boundary.

CKISS program activities include education and awareness; prevention and early detection of new species introductions; coordinated and collaborative management; inventory, control and containment of invasive plants; and applied research.

Work tasks and responsibilities of the Operations Program Assistant:

- Ground truth/verify invasive species reports
- Inventory invasive species with a tablet and GIS pro
- Assess environmental damage caused by invasive species
- Assess human health risks posed by invasive species
- Manual treatment of invasive plants in priority locations
- Collect and release biological control agents
- Monitor previous biological control agents release sites
- Provide technical support to CKISS Operations Program Coordinator (create maps, manage data, place signage)
- Broadcast (hand) seeding of disturbed soils
- Provide landowners with information on invasive plant identification and management
- Participate in invasive species management research projects



QUALIFICATIONS

The successful candidate must demonstrate, at a minimum, the following:

- Education or related experience with invasive species
- At least one year of post-secondary education or equivalent diploma in one or more of the following fields: forestry; sustainable resource management; fish, wildlife and recreation; environmental science; biology; ecology; conservation agricultural science; integrated pest management; GIS
- Valid BC Driver's License (drivers abstract will be requested from those selected for an interview)
- Ability to carry out field work including work in adverse field conditions
- Navigate using maps and GPS units; familiarity with tablets
- Ability to maintain records and maps
- Required to work a flexible 40 hour work week (with some evenings and weekends) for the full 16-week period.
- Clean criminal record check
- Students must provide their own personal outdoor work gear, this includes items such as: sturdy work boots, rain gear and sun protection. Personal protective safety gear will be provided by the employer as required for any specialized tasks.

Preference may be given to those candidates who possess:

- Valid Level 1 OFA
- Previous experience working outdoors in all weather conditions (either volunteer or paid)
- Knowledge of local flora and fauna
- Experience with invasive plant identification and management
- Experience with using hand held GPS units and GIS

Only candidates being considered for this position will be contacted. Position is subject to funding availability. Please submit your cover letter and resume as a single pdf and ensure that the subject line reads: Operations Program Assistant, no later than April 15th, 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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