

Central Kootenay Invasive Species Society



Term: 20 weeks, starting April 19 2021

Wage: \$20/hour

Hours: Full time, 30 hours per week

Location: Based in Nelson; work sites throughout the Central Kootenay region

Overview

The Outreach Program Assistant will assist the Education Program Coordinator with invasive species prevention programs through education and outreach activities.

Duties and Working Conditions

The position will include both office and field work, and may be variable depending on public health restrictions due to COVID-19. Working from home may be required. Job duties will include:

- Host educational display booth, deliver education programs and distribute resources to the public at events, such as community festivals, school field trips, boat launches, farmers markets, garden centers, etc.
- Assist with website updates, newsletters, press releases and social media posts
- Manage iNaturalist projects and communications
- Provide landowners with information on invasive species identification and management
- Distribute, display and install invasive species educational resources and signage throughout the CKISS region
- Create original content, including videos, photos and graphic resources, for use in CKISS outreach activities
- Assist with coordination and delivery of virtual and in-person events such as webinars, workshops, community weed pulls and youth field trips

Eligibility

- Must be a permanent resident of the Columbia Basin region of British Columbia
- Must not be a current student
- Must be currently unemployed, laid off or unable to secure sustainable work, or be underemployed
- Must be legally entitled to work in Canada
- Successful completion of a criminal record check
- Valid Level 1 Occupational First Aid or willing to complete course.
- Valid B.C. driver's license, with a Clean Driving record (3 year abstract and claims history required)

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Other Requirements

- Positive, energetic team player who is self-motivated and comfortable working unsupervised
- At least one year of post-secondary education in a related field (communications, graphic design or similar)
- Passion for, and preferably some background in, environmental conservation and knowledge of invasive species
- Willing and able to work flexible hours (weekends and evenings) in variable conditions
- Ability to engage effectively with members of the public
- Excellent oral and written communication and social media skills
- Experience with editing websites using Word Press content management system
- Experience working with youth and/or community groups

HOW TO APPLY:

Send your resume and cover letter, AS ONE SINGLE PDF FILE, to hr@ckiss.ca, by 4:00pm on March 12, 2021

Please note, only candidates selected for an interview will be contacted. We thank all applicants for their interest.