

# Central Kootenay Invasive Species Society

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**Term:** 20 weeks, starting April 19 2020

**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

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## HOW TO APPLY:

Send your resume and cover letter, AS ONE SINGLE PDF FILE, to [hr@ckiss.ca](mailto: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.*