

Central Kootenay Invasive Species Society

Employment Opportunity



Invasive Species Intern

Term: Starting September or October 2021 (timing flexible), 6 month contract with possibility of extension

Compensation: \$20/hour+ internet/cell phone allowance **Hours:** 30 hrs/week, flexible schedule

Location: The CKISS office is located in Nelson BC, however this position may be a remote-work opportunity, where the successful candidate will work from home. The successful candidate will be a resident of the Central Kootenay region.

Overview

The Invasive Species Program Assistant will assist the Program Coordinators in a wide variety of invasive species project support tasks in a role that directly benefits the environment and community of the Central Kootenay region.

Description of Duties

The Invasive Species Program Assistant will work closely with CKISS's Program Coordinators, conducting background research to inform invasive species priority lists, developing and distributing educational resources including website updates and improvements, and assisting with basic report writing and data entry. Examples of tasks include: reviewing presence/absence data for invasive fauna; assisting with operational field work; reviewing and updating CKISS website content; reviewing current extent and risk data for invasive plants to inform priority list updates; drafting reports using field data (with guidance and review); assembling informational packages for public outreach, and more.

Essential Qualifications

- Age 30 or younger at start of work term
- Canadian citizen, permanent resident, or refugee
- Diploma or Bachelors degree in related Natural Resources field
- Current OFA Level 1 certification or ability to obtain; and
- Must have personal cell phone with text and data plan available for work use (with compensation)

Preferred Qualifications

- Positive, energetic team player who is self-motivated and comfortable working unsupervised;
- Excellent problem-solver and creative thinker; willingness to learn new skills as needed;
- Organized and detail oriented;
- An interest in environmental conservation, and particularly invasive species management and/or ecology
- Strong ability in time management to accomplish diverse activities and meet deadlines
- Excellent written and verbal communication skills, comfortable speaking with the public and groups
- Field experience (preferred) or training in invasive species identification and management;
- Experience using Microsoft Excel and digital data collection software;
- Experience with website management software (ie, Wordpress), GIS data management, and/or scientific research

HOW TO APPLY:

Send your resume and cover letter, AS ONE SINGLE PDF FILE, to hr@ckiss.ca

Application Deadline: 8:00am on **July 12, 2021**

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