

Central Kootenay Invasive Species Society



Job Opportunity: Outreach Program Assistant

Term: May 2 – Sep 2, 2022

Hours: Full time, 30 hours per week

Number of open positions: 1

Wage: \$21.50/hour

Location: Based in Rossland or Nelson, BC; work sites throughout the Central Kootenay region

Duties and Working Conditions

The Outreach Program Assistant will assist the Education Program Coordinator with invasive species prevention programs through education and outreach activities. The position will include both office and field work, and will require a flexible schedule including some evening and weekend work. Working from home may be required. Job duties will include: hosting educational display booth at community events and public locations; assisting with website updates, newsletters, press releases and social media posts, iNaturalist projects and communications; distributing invasive species educational resources and signage; creating original content for use in CKISS outreach activities; assisting with virtual and in-person events such as webinars, workshops, community weed pulls and youth field trips

Eligibility

- Must be between the ages of 15-30 years of age at the start of employment
- Must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and be legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
- Valid Level 1 Occupational First Aid
- Valid B.C. driver's license, with a Clean Driving record (3 year abstract and claims history required)
- Depending on funding for this position, the successful applicant(s) may also have to be a current post-secondary student who is planning to return to classes in Fall 2022.

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 (education, communications, environmental science or similar)
- Passion for, and preferably some knowledge of, environmental conservation and knowledge of invasive species
- Comfortable and confident with public speaking and public engagement; preference given to experience working with youth and/or community groups.
- Excellent oral and written communication and social media skills
- Experience with social media content and website creation is an asset.

About CKISS

We are a non-profit society with a mission to protect our ecosystems and communities by preventing and reducing the harmful impacts of invasive species. Our small team, along with our Board of Directors, actively works to create a collaborative, respectful (and fun) work environment. We encourage all qualified applicants to apply, and we are committed to a fair hiring process that provides equitable and inclusive employment opportunities.

HOW TO APPLY:

Deadline to apply 4:00pm on March 10, 2022. Full application instructions available at www.CKISS.ca

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