

Central Kootenay Invasive Species Society



Job Opportunity: Assistant Field Program Manager

Term: 8 months with possibility to convert to a permanent role

Hours: Full time, 32-36 hours per week

Start Date: April 1 – May 1 (to be decided based on availability of successful candidate)

Location: Nelson BC

Compensation: \$25.00/hour, eligible for extended health benefits after 3 months

Job Details

Reporting to the Field Program Manager and working closely with the current Assistant Field Program Manager, you will supervise and work with a small crew to carry out a variety of invasive species fieldwork activities during May through August. Fieldwork will include: surveys and manual removal of invasive plants in priority locations; sign installation and removal; seeding and/or planting; landowner outreach; biological control agent surveys and possible collection. After August, you will take over the Assistant Field Program Manager's duties to cover for a leave of absence. Tasks will include supporting the Field Program Manager to monitor invasive plant treatments and other late season field work, manage and analyze data, prepare reports, and complete season wrap-up tasks.

During the field season, the Assistant Field Program Manager works extensively in the field with regular office days, generally working four, 9 hour days per week. From November through April the position is 100% office-based. The position requires good physical fitness and ability to complete physically demanding tasks including walking and driving long distances, lifting up to 50lb, and use of hand tools to remove invasive plants. The Assistant Field Program Manager is expected to work outdoors in a wide variety of weather conditions and potentially in and around water.

Eligibility *(ensure you address each of the following in your application)*

- Graduated from a relevant post-secondary program within the past 5 years (e.g. Biology, Ecology, Range Science, Rec Fish and Wildlife, Agriculture, or Natural Resource Management, etc)
- Must be under 31 years of age at the start of employment
- Must be a Canadian Citizen, Permanent Resident or have Refugee Status
- Valid Level 1 Occupational First Aid, or willing to obtain
- Valid B.C. driver's license, with a Clean Driving record (3 year abstract and claims history required)
- Valid BC Pesticide Applicators Certificate, or willing to obtain

Other Requirements

- Experience collecting and managing spatial data using ArcGIS or related software
- Demonstrated experience supervising and leading a team, preferably in an outdoor field work situation
- Strong skills using Microsoft Office software, particularly Excel and Word
- Positive, energetic team player who is self-motivated, detail-oriented and organized
- Passion for, and preferably some knowledge of, environmental conservation and invasive species
- Able to identify a variety of native and non-native plant species
- Successful completion of a criminal record check

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, professional (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:

Please submit your cover letter and resume as a single pdf to hr@ckiss.ca
Deadline to apply: 4:00pm on Feb 20, 2023*

**Applications will be reviewed as they're received. Positions may be filled prior to the deadline if an appropriate candidate is found.
Only candidates selected for an interview will be contacted. We thank all applicants for their interest.*