

# Central Kootenay Invasive Species Society

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## Job Opportunity: Outreach Program Assistant

**Number of open positions:** 1

**Wage:** \$22.50/hour

**Term:** May 1 – Sept 1, 2023

**Hours:** Full-time, 30 hours per week

**Location:** Based in 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. Job duties will include: hosting educational display booth at community events and public locations; leading community weed pull events and youth field trips, 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, and presentations.

The position will include both office and field work, and requires extended and variable hours including weekend, holiday, and some evening work. The Outreach Program Assistant is expected to work outdoors in a wide variety of weather conditions. The position requires good physical fitness and the ability to complete physically demanding tasks including walking long distances, standing for long periods, and/or lifting up to 50 lbs. Extensive driving will be required; a vehicle will be supplied for all job-related travel.

### Eligibility

- Must be a Canadian Citizen, Permanent Resident or have Refugee Status; and be legally entitled to work according to the relevant provincial legislation and regulations. International students are not eligible.
- 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)
- 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
  - between the ages of 15-30 years of age at the start of employment

### Other Requirements

- Positive, energetic, flexible 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
- 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, 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.*

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### HOW TO APPLY:

Full application instructions are available at [www.ckiss.ca](http://www.ckiss.ca)

Deadline to apply: 4:00 pm 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.*