

Central Kootenay Invasive Species Society



Job Opportunity: Assistant Field Program Manager

Start Date: April – May 2025 (to be decided based on availability of successful candidate)

Hours: Full time, 30-36 hours per week

Compensation: \$34.48/hour, eligible for extended health benefits after 3 months

Term: Permanent, year-round

Location: Nelson, BC

Overview

Reporting to the Field Program Manager, the Assistant Field Program Manager will be responsible for planning and coordinating fieldwork, training and supervising seasonal staff, managing select projects, carrying out invasive plant management field work, data management, reporting and other tasks to support the Field Program.

Duties

From May to October, the role involves coordinating and delivering on-the-ground invasive species management activities including contractor and staff supervision, surveys and mechanical removal of invasive plants, sign installation, seeding and restoration, landowner outreach, biological control agent surveys, and treatment monitoring. Office tasks during the field season include data management, training seasonal staff, implementing and tracking work plans, and notifying landowners of upcoming fieldwork. The Assistant Field Program Manager will act as Project Manager for select projects and will ensure their successful delivery.

From November to April, a substantial portion of the role involves managing and analyzing data, which requires a high degree of technical aptitude and attention to detail. The applicant will need to spatially analyze data using geographic information systems (GIS), perform data cleaning, and conduct various analysis tasks to ensure high data quality and accurate reporting. The Assistant Field Program Manager will also draft reports, draft budgets, attend funder planning meetings, and assist with work planning for the upcoming year.

Working Conditions

During the field season (May-October), the role requires extensive fieldwork with regular office days. The position may require extended and variable hours during the field season with a general schedule of four nine-hour days per week. The position demands good physical fitness, as it includes physically demanding tasks such as walking and driving long distances, lifting up to 50 pounds, and using hand tools to remove invasive plants. The Assistant Field Program Manager is expected to work outdoors in various weather conditions and potentially in and around water. During the off season (November through April), the position is entirely office-based and work hours are flexible. Hybrid or remote work options are also available during the off season.

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

- Graduated from a relevant post-secondary program (e.g. Biology, Ecology, Range Science, Agriculture, or Natural Resource Management)
- Minimum one year of experience working with invasive species or a closely related field
- Must be a Canadian Citizen, Permanent Resident or have Refugee Status
- Valid Level 1 Occupational First Aid, or willing to obtain
- Valid BC Class 5 driver's license, with a clean Driving Record (3-year abstract and claims history required)
- Valid BC Pesticide Applicators Certificate, or willing to obtain



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Other Requirements

- Preference will be given to candidates who are registered professional members of the BC Institute of Agrology (P.Ag.), or are eligible for Articling.
- Demonstrated experience collecting and managing spatial data using ArcGIS or related software
- Strong skills using Microsoft Office software, particularly Excel and Word
- Familiarity with analyzing large data sets using tools like Power Query is considered an asset
- Excellent written and verbal communication skills
- Experience supervising and leading a team, preferably in an outdoor field work situation
- Positive, team player who is self-motivated, detail-oriented, organized and comfortable working unsupervised
- Strong critical thinker and problem solver, able to analyze challenges and find solutions independently
- Able to identify a variety of native and non-native plant species
- Successful completion of a criminal record check after hiring

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: Feb 23, 2025

**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.*