

# Central Kootenay Invasive Species Society



## Job Opportunity: Field Manager

**Start Date:** As soon as possible, depending on the availability of the successful candidate

**Hours:** Full time, variable hours averaging 32 hours/week.

**Starting Salary:** *\$64,402.79, negotiable depending on experience.* Eligible for extended health benefits after 3 months

**Term:** Permanent, year-round

**Location:** Nelson, BC

### Overview

Reporting to the Executive Director, the Field Manager manages the terrestrial and riparian invasive plant program (Field Program), providing professional oversight and ensuring the successful delivery of all program activities with support from the Field Coordinator and Invasive Species Technicians.

### Working Conditions

The Field Manager works in the office and in the field. Approximately 75% of the job is office based and 25% is field based. Field season may require extended and variable hours, depending on project requirements, and may include walking over rough terrain for long periods of time, lifting, working on or near water, and driving for long distances. The employee must be physically fit and able to conduct all aspects of this job.

### Duties

Duties and responsibilities are set out below. CKISS is a small organization, and staff are required to be flexible in required tasks as responsibilities may shift throughout the contract due to funding, project, administrative or staff changes.

#### General:

- Be aware of, and adhere to, all CKISS policies and procedures while carrying out job duties
- Follow budgets, agreement requirements, and instructions diligently to ensure a high standard of work
- Plan, allocate, and track work time in accordance with project budgets and contract, with timesheet submitted weekly
- Track overtime, vacation, sick leave and pro-d time according to procedure
- Track, record, and submit mileage, expenses and other administrative information consistently and accurately
- Maintain Asana task tracking organized and up to date daily
- Respond to all work communications promptly and professionally
- Maintain professional, positive attitude in all interactions with co-workers and the public.
- Cultivate and maintain positive relationships with program funders and partners.
- Maintain all workspaces, equipment, and files in a clean and organized manner
- Keep up to date and follow software and administration requirements
- Remain current on emerging invasive plant threats and best management practices.
- Complete additional training courses and attend conferences/events as required

#### Project Coordination:

Act as Project Coordinator for all operations projects, tasks include but are not limited to:

- Ensure projects align with the CKISS Strategic plan, Mission and Vision
- Prepare and submit all aspects of funding applications/proposals
- Lead the preparation and submit all aspects of funding reports
- Lead the development, implementation and monitoring of detailed work plans, schedules and budgets in alignment with proposals, funding agreements, applicable Frameworks and Provincial standards and protocols
- Monitor project budgets and ensure projects stay within the budget
- Conduct field and office work, as required to fulfill program funder deliverables



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- Plan and budget for program-related materials and equipment needs, and coordinate purchases as required
- Ensure that all project statistics and deliverables are tracked effectively for reporting purposes, and provide information to other program areas for reporting upon request
- Assign tasks and responsibilities to staff for all projects.

### Program Management:

- Develop and implement Field program priorities and annual work plans in collaboration with the Executive Director and funders.
- Manage overall Field program budget, including development, updating and monitoring.
- Determine staffing levels and job descriptions of Field Program staff.
- Manage herbicide contractors and ensure they have the information necessary to successfully carry out project objectives.
- Lead the hiring and evaluation of direct reports, lead the hiring of seasonal staff, and oversee the training of seasonal staff. Direct report is the Field Coordinator.
- Supervise and provide leadership to the Field team.
- Act as the CKISS Database manager. Lead the development and maintenance of CKISS's GIS and digital data collection systems.
- Coordinate CKISS assistance with Provincial Early Detection and Rapid Response as required.
- Coordinate an annual review of CKISS Invasive Plant Priority List and recommend updates as required.
- Lead the planning and delivery of the annual Land Managers Meeting in coordination with other CKISS staff.
- Create and maintain program-related Frameworks, manuals and how-to documents as required
- Respond to public inquiries that require invasive plant, biocontrol or field program expertise, in coordination with other program staff where appropriate
- Support other CKISS strategic and program needs as requested and as capacity allows

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

- Professional membership in good standing with the BC Institute of Agrology (PAg or AAg)
- Graduated from a relevant post-secondary program (e.g. Biology, Ecology, 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 basic first aid, or willing to obtain
- Valid Transportation Endorsement, 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 (Industrial Vegetation Management and Noxious Weeds) and maintain current knowledge of herbicide use for invasive plant management., or willing to obtain
- Successful completion of a criminal record check

### Other Requirements

- Preference for candidates with knowledge of herbicide and experience applying herbicide
- Demonstrated experience collecting, managing, and analyzing spatial data using ArcGIS or related software
- Strong skills using Microsoft Office software, particularly Excel and Word



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- Familiarity with analyzing large data sets using tools like Power Query is considered an asset
- Excellent technical reporting skills
- Experience with creating and managing project budgets
- Experience managing staff and contractors
- 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

### *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.*

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### HOW TO APPLY:

Please submit your cover letter and resume as a single pdf to [hr@ckiss.ca](mailto:hr@ckiss.ca)

Deadline to apply: April 12, 2026

*\*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.*