



Invasive Species Education Assistant Job Description

1. OVERVIEW:

Position:	Invasive Species Education Assistant
Reporting to:	Education and Communications Manager
Term:	Full-time, seasonal employee position. Beginning May 11 th , 2020, ending August 28 th , 2020 depending on funding. 35 hours/week, 5 days/week
Wage:	\$16-18/hr (DOE) + 4% vacation pay, mileage rates, and other benefits
Location:	Home-based office anywhere within the Regional District of East Kootenay. Staging location is 1902 Theatre Rd, Cranbrook.

2. BACKGROUND:

The East Kootenay Invasive Species Council (EKISC) is an environmental non-profit organization with the mission to mitigate the negative environmental, social, and economic impacts of invasive species. EKISC has a variety of programs, initiatives, and partnerships regarding invasive species management and outreach. Further information on EKISC's operations can be found at our website: www.ekisc.com

3. JOB SUMMARY

The Education Assistant will raise public awareness on the impacts of invasive species within the Regional District of East Kootenay (RDEK). This position will include a progressive training program with information about aquatic and terrestrial invasive species identification, impacts, management options, and restoration techniques. With guidance from the Education and Communications Manager, the Assistant will be given weekly plans regarding various education and outreach programs. The Assistant will travel across the region to represent EKISC at various events, set up display booths, educate the public about invasive species identification and management, and distribute information. Some field work activities may also be part of the position, including hand pulling weeds, reseeding disturbed sites, surveying, and more. Administrative duties will include developing and distributing outreach resources, press releases, and social media updates.

4. TASKS AND RESPONSIBILITIES

- Deliver educational messages to the public about invasive species at various venues (boat launches, farmer's markets, fairs, garden centres, parks, special events, etc.)
- Teaching courses and workshops such as plant ID, invasive plant removal, and best management practices.
- Develop and/or deliver educational activities for children and youth.
- Develop and distribute outreach and communication resources such as event posters, newsletters articles, social media posts, and DIY videos.
- Computer work such as sales tracking, event tracking, email correspondence, and program evaluation and reporting.
- Read, understand, and abide by the EKISC Employee Handbook which includes health and safety practices and emergency procedures.

- Assist Education and Communications Manager.
- Assist with field work when required.
- Assist with other duties as assigned.
- Support the operations of EKISC as a not-for-profit organization.

5. SKILLS, QUALIFICATIONS & EXPERIENCE:

The Education Assistant must have the following skills and abilities:

- Education and/or work experience in Education, the Natural Sciences (biology, ecology, conservation, resource management, forestry, etc), or similar fields.
- Comfortable and confident with public speaking and engagement.
- Self-motivated and comfortable working independently.
- Effective communication and organizational skills.
- Competent report writing skills.
- Experience with environmental education.
- Knowledge of regional native and invasive species (terrestrial and aquatic).
- Experience working with children and/or youth activity programs is an asset.
- Flexibility to work on weekends, holidays, and some evenings.
- Ability to occasionally work from a home office (use of own computer/phone required)
- Criminal record check will be required.
- BC driver's license, and use of a personal vehicle.
- First Aid certification is an advantage.

6. ELIGIBILITY

To be eligible for this position, candidates must:

- be between 15 and 30 years of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*.
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

7. APPLICATION:

Please submit a resume and cover letter indicating how you meet the hiring criteria to:

Jessie Paloposki, Education and Communications Manager: jessie@ekisc.com with subject line: Education Assistant Position.

Job posting closing date: **March 31st, 2020**

Interviews: Week of **6th – 9th, April 2020**

Position start date: **11th, May 2020**

Please direct any questions to jessie@ekisc.com or call 1-888-55-EKISC