

# East Kootenay Invasive Species Council

## Job Duties & Responsibilities 2018

### **Executive Director/Program Manager: Full time**

- Board Liaison
- Organizational direction to meet purposes
- Administrative duties: legal responsibilities and due diligence
- Strategic planning for organization and programs
- Financial management, development, and budgeting
- Human resource development and management
- Program coordination, oversight, and supervision
- Project management and reporting
- Partnership development
- Education, advocacy & media contact

### **(Acting) Field Operations Manager: Full time**

- Coordinate invasive species management
- Contract management
- Oversight of sub-contractors
- Operations strategic planning
- Land management partnership planning and coordination
- Terrestrial plant inventory and mapping
- Coordination of high priority Early Detection and Rapid Response
- Operations reports
- Monitoring of treatments
- Data entry and management
- Herbicide orders and inventory
- Supervision of field crew
- Aquatic Invasive Species planning and management

### **Education & Communications Coordinator: Full time summer, part time winter**

- Develop and implement education and communication annual work plans
- Evaluate, monitor, and develop educational programming
- Coordinate and facilitate outreach events
- Establish and maintain partnerships with other groups
- Manage communications, marketing, branding, website and social media streams
- Develop and distribute newsletters, media releases, and outreach documents
- Administration of employee training, meetings, file management, membership and partner lists, resource inventory, and scheduling
- Evaluate and report on program successes/challenges
- Assist with recruiting, hiring, training, supervising, and coordinating Education Assistants

**Field Operations Coordinator: Full time summer, part time winter**

- Assist and collaborate with other staff
- Participate in land management planning sessions
- Assess current operational procedures to inform best management practices
- Coordinate and perform various operational duties including surveys, mechanical and chemical treatments, research trials, data collection, monitoring, restoration, and more
- Respond to high priority invasive species reports, and provide support to land managers
- Aquatic Invasive Species (AIS) surveys in waterways, veliger sampling, bull frog monitoring, and management when required
- Administrative work such as program development, work planning, data entry, reporting
- EKISC Safety Officer: oversight of safety practices and emergency procedures
- Assist with recruiting, hiring, training, supervising, and coordinating Field Assistants

**Invasive Species Technician: Full time summer**

- Assist and collaborate with other staff
- Provide technical support for land management planning sessions
- Assess current operational procedures to inform best management practices
- Coordinate and perform various operational duties including surveys, mechanical and chemical treatments, research trials, data collection, monitoring, restoration, and more
- Apply herbicide to invasive plant sites using a backpack and truck/hand gun sprayer
- Respond to high priority invasive species reports, and provide support to land managers
- Research and maintain current knowledge of invasive species and treatment options
- Manage, calibrate, and maintain field equipment
- Ensure correct safety and treatment procedures are used at all times
- Administrative work such as program development, work planning, data entry, reporting
- Manage and record treatment costs and contract progress

**Education Assistant (Summer Student) x2: Full time summer**

- Deliver educational messages to the public about invasive species at various venues (boat launches, farmer's markets, fairs, garden centres, parks, special events, etc.)
- Develop and distribute outreach resources, newsletters, blogs, and/or articles
- Computer work such as program development, social media updates, and reporting
- Assist Education Coordinator
- Support other EKISC staff

**Field Assistant (Summer Student) x2: Full time summer**

- Various field work including terrestrial and aquatic invasive species surveys, mechanical and chemical treatments, research trials, data collection, monitoring, and restoration
- Computer work such as program development, data entry, media updates, and reporting
- Assist Field Operations Coordinator and Invasive Species Technician
- Support other EKISC staff

Organization Chart of EKISC Staff 2018

