



Invasive Species Education + Outreach Assistant Job Description - 2026

1. OVERVIEW:

Position:	Invasive Species Education + Outreach Assistant
Reporting to:	Education and Outreach Manager
Term:	Full-time, seasonal employee position. Beginning May 11 th , 2026, ending August 28 th , 2026 (with possibility of extension), depending on funding.
	35 hours/week, 4-5 days/week
Wage:	\$22.50/hr (DOE) + 4% vacation pay, mileage rates, and other benefits
Location:	Home-based office anywhere within the Regional District of East Kootenay (Kimberley/Cranbrook area preferred). Staging location is 1902 Theatre Rd, Cranbrook, BC.

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.

EKISC is proud to be a **Certified Living Wage Employer!** From our seasonal summer staff to our year-round team and trusted contractors, we're committed to ensuring everyone can thrive, not just survive. Learn more about the Living Wage movement at: www.livingwagebc.ca.

3. JOB SUMMARY

As the Invasive Species Education + Outreach Assistant, you will be “boots-on-the ground” as the face of the East Kootenay Invasive Species Council. This position is primarily focused on education and outreach, with a portion of responsibilities dedicated to supporting EKISC's communications efforts. Working under the direction of the Education and Outreach Manager, and in collaboration with the Communications Manager, you will help deliver engaging, accurate, and accessible invasive species education across the Regional District of East Kootenay (RDEK).

From hosting community weed pulls to delivering plant identification courses and invasive species workshops, most of your work will be spent outdoors and interacting directly with the public. You will travel throughout the region to support outreach booths, guided invasive species walks, school and community programs, and special events. You will also have opportunities to work alongside the field team when support is needed with monitoring and surveying activities.



In addition to field-based education, this role includes some office-based days focused on developing educational materials and contributing to EKISC's communications. Social media and digital content are used as education tools at EKISC, and the Assistant will support the creation of educational posts, short videos, and event promotion content in collaboration with the Communications Manager. This role offers a balanced mix of hands-on education, outdoor work, and creative communications support.

If you're new to the invasive species world, don't worry; this position will include a progressive training program with information about aquatic and terrestrial invasive species identification, impacts, management options, and restoration techniques.

4. TASKS AND RESPONSIBILITIES

Education & Outreach Tasks

- Deliver engaging and accessible educational messages, practical knowledge and hands-on training to the public about invasive species through a variety of platforms, including in-person events, workshops, online presentations, boat launches, parks, garden centres, schools, and community gatherings.
- Travel throughout the East Kootenay region to deliver education and outreach programming at community events, schools, outdoor sites, and partner locations.
- Host and facilitate community events such as weed pulls, guided invasive species walks, and outreach booths.
- Teach or assist with courses and workshops such as plant identification, invasive species removal, best management practices, and disposal methods.
- Develop and deliver educational webinars and online learning opportunities.
- Support and deliver educational activities for children, youth, and community groups.

Communications & Digital Education Tasks

- Work collaboratively with the Communications Manager to support EKISC's communications goals and messaging.
- Create and collaborate on social media content, including posts, stories, short-form videos, reels, and campaign materials that support education, events, announcements, appreciation posts, and seasonal awareness.
- Assist with planning and delivering social media and digital campaigns related to invasive species awareness, prevention, reporting, and stewardship.
- Help monitor trends in social media and digital engagement to inform content ideas.
- Develop and distribute outreach and communication materials such as event posters, newsletter content, website updates, educational graphics, and DIY or how-to videos.
- Capture photos and videos at events, workshops, and field activities for use in education and communications.



Administrative & Program Support Tasks

- Assist the Education and Outreach Manager with the planning, preparation, coordination, and delivery of education and outreach programs.
- Support event coordination tasks including scheduling, registrations, confirmation emails, follow-ups, and communication with partners, schools, and community groups.
- Complete administrative tasks such as timesheets, mileage and expense reimbursements, data entry, and participation in team meetings.
- Complete computer-based work including social media scheduling, basic analytics tracking, event tracking, email correspondence, sales tracking, and program evaluation and reporting.
- Support EKISC staff and operations as a not-for-profit organization, such as education vehicle maintenance or storage locker organization and maintenance.
- Assist with field work, monitoring, or surveying when required.
- Perform other duties as assigned.

5. SKILLS, QUALIFICATIONS & EXPERIENCE

The Invasive Species Education + Outreach Assistant must have the following skills and experience:

- Education and/or work experience in Environmental Education, the Natural Sciences (biology, ecology, conservation, resource management, forestry, etc.), or similar fields.
- Some knowledge of regional native and invasive species (terrestrial and aquatic) is considered an asset.
- Candidate must be self-motivated and flexible.
- Must be comfortable and confident with public speaking and engagement, and hold effective communication and organizational skills, both verbal and written.
- Experience working with children and/or youth activity programs is considered an asset.
- Home office required, with use of personal computer (including MS Office) and cell phone (with data).
- Experience or interest in communications, digital storytelling, or social media management.
- Comfort creating short-form educational content (photos, videos, captions) for social media platforms while maintaining consistent messaging and tone.
- Comfort and ability working safely outside and in and around water.. Canoe navigation and canoe safety experience is considered an asset.
- Able to carry out physical duties such as, but not limited to hand-pulling weeds, wearing a backpack up to 20 lbs, standing/hiking for long periods and using tools (shovels, seed bags, etc).
- BC driver's license is required and use of a personal vehicle required occasionally (assistant will be reimbursed for mileage). Experience driving forestry roads is considered an asset.
- Basic First Aid certification is required; Transport Endorsement is considered an asset.
- Weekend, holiday, and evening work is required.
- A criminal record check will be required.



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.
- Must be located within the Regional District of East Kootenay (Kimberley/Cranbrook area preferred).

7. APPLICATION

Please submit a resume and cover letter in a **single PDF document** indicating how you meet the hiring criteria to: Brittany Eliadis, Education and Outreach Manager: brittany@ekisc.com with **subject line:** ***Invasive Species Education + Outreach Assistant Position Application***

Your application will undergo an evaluation using an AI detection system. Any applications primarily generated by AI will not be considered.

Closing date: **open until position is filled [we will conduct interviews on a continuous basis]**

Position start date: **May 11th, 2026**

Please direct any questions to brittany@ekisc.com.