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## Invasive Species Education Assistant Job Description - 2023

### **1. OVERVIEW:**

<b>Position:</b>	Invasive Species Education Assistant
<b>Reporting to:</b>	Education and Communications Manager
<b>Term:</b>	Full-time, seasonal employee position. Beginning May 8 <sup>th</sup> , 2023, ending August 21 <sup>th</sup> , 2023 (with possibility of extension), depending on funding. 35 hours/week, 5 days/week
<b>Wage:</b>	\$21/hr (DOE) + 4% vacation pay, mileage rates, and other benefits
<b>Location:</b>	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](http://www.ekisc.com)

### **3. JOB SUMMARY**

As the Education Assistant, you will be "boots-on-the ground" as the face of the East Kootenay Invasive Species Council. Together, with the direction of the Education and Communications Manager, you will raise awareness and knowledge of the impacts of invasive species within the Regional District of East Kootenay (RDEK). You will travel across the region to present workshops and courses both online and in person, attend events, deliver basic courses about invasive species identification and management, guide invasive species walks, and contribute to social media platforms. Many assistants also develop and distribute outreach resources, press releases, and social media videos.

From hosting weed pulls to delivering plant ID courses, most of your work is spent outside. You will also get an opportunity to work with the field team when they need a hand with monitoring and surveying.

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**

- Deliver educational messages to the public about invasive species at various venues (online, boat launches, parks, garden centres, special outdoor 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 an asset
- Some knowledge of regional native and invasive species (terrestrial and aquatic).
- Experience working with children and/or youth activity programs is an asset.
- Home office required, with use of personal computer (including MS Office) and cell phone (with data) (assistant will be partially reimbursed for cell phone use).
- BC driver's license, and use of a personal vehicle required (assistant will be reimbursed for mileage).
- First Aid certification is an advantage.
- Weekend, holiday, and some evening work is required.
- Criminal record check will be required.



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## **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 in a **single PDF document** indicating how you meet the hiring criteria to: Megan MacPhee, Education and Communications Manager: [megan@ekisc.com](mailto:megan@ekisc.com) with subject line: *Education Assistant Position Application*

Job posting closing date: **24 March 2023**

Interviews: Week of **3 - 7 April 2023**

Position start date: **8 May 2023**

Please direct any questions to [megan@ekisc.com](mailto:megan@ekisc.com)