



Field Operations Coordinator Job Description 2024

1. OVERVIEW:

Position:	<i>Field Operations Coordinator</i>
Reporting to:	Program Director and Field Operations Manager
Term:	Full-time/Part-time employee position. Full time typically from Apr 1 until Dec 31 (35 hrs/week), Part-time Jan 1 – Mar 31 (21 hrs/week), funding dependant
Wage:	Starting at \$24 per hour, to be evaluated based on experience, + 6% accrued vacation pay, mileage rates, health and dental benefits after three month probationary period and other benefits including cell phone allowance and office supplies
Location:	Home office based anywhere within the Regional District of East Kootenay (Kimberley/Cranbrook area preferred). 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 Field Operations Coordinator will coordinate and conduct fieldwork to mitigate the impacts of invasive species within the Regional District of East Kootenay (RDEK). This position will be the technical lead regarding terrestrial and aquatic invasive species identification, impacts, management options, and restoration techniques. The Coordinator will establish a detailed short- and long-term operational work plan regarding various field work duties. The Field Operations Coordinator will travel across the region implementing EKISC's 'in-house' invasive plant management program and will work closely with the Field Assistants to implement invasive species treatments (primarily mechanical), inventories, lake water sampling, and other special projects. The Field Operations Coordinator will also assist in the creation of Invasive Species Management Plans, grant applications, data entry and Field Operations reporting. Administrative duties will include program development, assisting with special project coordination, training and supervising field staff, data collection, and reporting.

4. TASKS AND RESPONSIBILITIES

- Assist Field Operations Manager to develop operational strategic plan;
- Develop annual work plan and schedule for Field Assistants;
- Coordinate EKISC "in-house" field work, lake water sampling, and special projects;



- 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, data collection, monitoring, restoration, and more;
- Respond to high priority invasive species reports, and provide support to land managers;
- Stay informed on provincial Aquatic Invasive Species (AIS) information/updates, and assist Field Crew on AIS surveys, veliger sampling;
- Assist with Biocontrol Program when required;
- Assist Field Operations Manager with monitoring invasive plant treatments when necessary;
- Conduct large scale, detailed, invasive plant inventories when required;
- Be proficient with mapping and data collecting programs;
- Research and maintain current knowledge of invasive species and treatment options;
- Assist with field related grant applications;
- Development of invasive species management plans;
- Manage 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;
- Read, understand, and abide by the EKISC Employee Handbook which includes health and safety practices and emergency procedures;
- Coordinate the hiring, training, supervision and coordination of Field Assistants (summer crew);
- Manage time efficiently and delegate workload accordingly;
- Complete detailed year-end reports, or special project reports when required;
- Assist other EKISC staff with other duties as required;
- Support the operations of EKISC as a not-for-profit organization;

5. SKILLS, QUALIFICATIONS & EXPERIENCE:

The Field Operations Coordinator must have the following skills and abilities:

- Education and/or work experience in the Natural Sciences (biology, ecology, conservation, resource management, forestry, etc), or similar fields;
- Invasive plant management experience (mechanical treatments, herbicide application tools, integrated pest management);
- Knowledge of mapping tools (ArcGIS, Arc Collector, QGIS, etc);
- Demonstrated commitment to safety (safety planning, radio use, check-in procedures);
- Knowledge of regional native and invasive species;
- Experience conducting diverse field work in variable conditions (independent & remote);
- Experience with surveying, managing, and monitoring invasive species populations;
- Familiarity with navigation, maps, GPS, tablets, InvasivesBC, and GIS programs;
- Knowledge of BC Weed Control Act, BC Forest and Range Practices Act, Integrated Pest Management Act, and similar regulations;
- Ability to collect, manage, and organize data using programs such as Word and Excel;
- Experience supervising and managing staff;



- Flexibility to work on weekends, holidays, and some evenings;
- Ability to work from a home office (phone/internet);
- OFA Level 1 First Aid certification;
- BC driver's license;
- Candidate must be self-motivated, highly organized, able to work as a team, and have excellent communication skills;

6. ELIGIBILITY

To be eligible for this position, candidates must:

- 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: Katie Reid, Program Director, at katie@ekisc.com with subject line: Field Operations Coordinator 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: July 29, 2024

Please direct any questions to katie@ekisc.com