



Education + Outreach Coordinator Job Description September 2023

1. OVERVIEW:

Position: Education + Outreach Coordinator

Reporting to: Program Director

Term: Part time (21 hrs/week October-March) & Full-time (35 hrs/wk) April to September employee position. Temporary (11 month) Maternity Leave Cover with Potential for Extension

Wage: \$24/hr (DOE) + 4% vacation pay, mileage rates, and other benefits

Location: Home office based anywhere within the Regional District of East Kootenay (Cranbrook/Kimberley preferred)

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 + Outreach Coordinator will be responsible for coordinating education activities and raising public awareness about the impacts of invasive species within the Regional District of East Kootenay (RDEK). They will follow and refine a detailed short- and long-term education work plan, focusing on outreach and education programs. The coordinator will lead a crew of 1-2 summer students in delivering programming on aquatic and terrestrial invasive species identification, impacts, management options, and restoration techniques. The coordinator and crew will represent EKISC at events, set up outreach booths, and educate the public about invasive species identification and management. They will work alongside and report to the Communications Manager to create social media content, resources and provide consistent messaging.

4. TASKS AND RESPONSIBILITIES

1. Coordinate education activities and outreach programs according to EKISC's long-term vision and goals.
2. Follow and refine a detailed short- and long-term education work plan.
3. Lead a crew of 1-2 summer students in delivering educational programming on invasive species identification, impacts, management, and restoration techniques.
4. Travel across the region to represent EKISC at various events, set up outreach booths, and educate the public about invasive species.
5. Plan and execute administrative duties, including work planning, stakeholder engagement, grant writing, and report writing.
6. Supervise the education crew, ensuring their effective performance.
7. Develop (alongside the Communication Manager) and distribute outreach resources, workshops, and presentations.
8. Promote EKISC to potential partners and maintain existing relationships through diverse communications.

9. Manage the social media streams, keeping them updated and engaging alongside the Communications Manager.
10. Assist in managing administrative aspects, such as training new employees, facilitating meetings, and maintaining EKISC's tools and resources inventory.
11. Identify and research new funding/donation/partnership opportunities.
12. Support the operations of EKISC as a not-for-profit organization.

5. SKILLS, QUALIFICATIONS & EXPERIENCE:

The Education and Communications Coordinator must fulfill the following requirements:

1. Education and/or professional work experience in Education.
2. Comfortable with various educational delivery methods, including outdoor and classroom presentations, digital learning, and interpretive performances.
3. Proficiency in preparing technical and professional documents, grants, reports, and articles.
4. Effective use of social media platforms; online marketing and web-design programs such as Wix, Canva, Meta, MailChimp; and Google Products.
5. Candidate must be self-motivated, creative, highly organized, able to work as a team, and have excellent communication skills.
6. Experience supervising staff.

6. ADDITIONAL ASSETS & REQUIREMENTS:

1. General knowledge of regional native and invasive species (terrestrial and aquatic).
2. Experience in environmental education.
3. Experience or interest in the natural sciences (biology, ecology, conservation, resource management, forestry, etc.).
4. First Aid certification (can be obtained after hire).
5. Flexibility to work on weekends, holidays, and some evenings.
6. Ability to legally work in Canada.
7. Ability to work from a home office (computer/phone/internet).
8. Criminal record check (including vulnerable sector check) will be required upon hire. i. Valid BC Drivers Licence in good standing or equivalent.
9. Use of a reliable personal vehicle with at least \$2,000,000 extended liability insurance.

7. APPLICATION

Please submit a resume and cover letter in a **single PDF document** indicating how you meet the hiring criteria to: Megan MacPhee, Program Assistant + Communication Manager: megan@ekisc.com with subject line: *Education and Outreach Coordination Application*

Job posting closing date: **September 15, 2023 | 1pm**

Position start date: **October 10, 2023**