



## **Wetlands Education Program Assistant**

Are you ready for one of the most rewarding jobs in BC? Join us where you can put your skills towards conserving the environment and wetlands every day and see your impact on the ground! The BC Wildlife Federation's Wetlands Education Program is growing, and is looking for a Program Assistant. The Wetlands Education Program (WEP) was created in 1996 to deliver quality wetland education that builds the capacity of individuals and groups to conserve wetlands in their communities. Over the years, WEP has also expanded to contribute to the restoration of degraded wetland habitat. This competitive 12-month position (with opportunity for extension) provides hands-on experience for individuals who are interested in a career in environmental education and/or conservation. As a WEP Program Assistant, you will have the unique opportunity to get involved in rewarding conservation and stewardship workshops, and restoration projects throughout BC!

### **Job Description**

The Wetlands Program Assistant will work closely with the Wetlands team and will be involved in all aspects of planning, delivery and budgeting of the programs and projects. This includes some travel in BC to deliver programs and projects.

### **Key Tasks of this Position Will Include:**

- Support the Wetlands Program Coordinator on all aspects of coordination and delivery of core Wetland Education Program initiatives (i.e., the Wetlandkeepers, Map our Marshes, and Wetlands Institute)
- Support staff with other Wetland related initiatives (e.g., Forest Range Evaluation Program training, Working Group Workshops, Policy-based meetings etc.)
- Prepare social media-related posts (Facebook, Instagram, Twitter), advertisements, posters, blogs, and newsletters to highlight the success of our program and projects
- Assist in preparation of technical reports and communications (e.g., to the Board of Directors, to funding agencies, to proponents, etc.)
- Coordinate or support outreach events (often youth-related) (e.g., recognized environmental days, school-based events)

### **Other Duties and Responsibilities Will Include:**

- Communicating with partners (i.e., municipal/regional planners, non-government and government agencies) to help design workshops
- Identifying and securing guest speakers for workshop components, and designing and finalizing workshop agendas
- Organize travel logistics for various WEP programs and projects
- Administrative duties including maintaining program files and correspondence, conducting post workshop reviews and surveys, and cleaning and maintaining gear
- Represent BCWF Wetlands Program at interactive stations
- Other duties related to the Wetlands Program or BC Wildlife Federation's other programs as required. Other duties may include, but is not limited to, grant writing, procurement of materials, design of outreach materials or learning modules, biological data collection, management and analysis, and/or field work (e.g., invasive species maintenance, planting, collecting biological monitoring data)

### **Knowledge, Skills and Abilities:**

- Strong personal alignment with BCWF's mission, goals and values (applicants are strongly encouraged to review our website for further details on these topics)
- Must have excellent written and verbal communication skills, including a professional demeanor and a positive attitude
- Must be extremely well organized, flexible, and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines
- Must be a self-starter, capable of working well independently as well as within a dynamic, multi-faceted team environment
- Must be able to keep strict confidentiality and sign an oath of confidentiality
- Must be capable of lifting objects of up to 40lbs; with no physical or health limitations
- Must be willing to work evenings, weekends and extended hours, where necessary, to accommodate activities and events of the Federation
- Must be comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for program delivery (e.g., camping, hiking, etc.), and be able to travel throughout BC for an extended period of time (e.g., up to 20 days)

### **Qualifications**

- Have a diploma or degree in relevant field (e.g., Environmental Sciences/Studies, Environmental Education, Geography, Communications, etc.)

- Must be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and have a valid Social Insurance Number at the start of employment, and be eligible to work in BC
- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, Publisher, PowerPoint, and Adobe Acrobat

**Required license or certification:**

- Class 5 Driver's Licence (Driver's Abstract will be requested)

**Additional assets:**

- Creative and enjoys writing; able to produce aesthetically-pleasing and engaging printed and electronic communications material
- Experience with environmental education and outreach
- Experience in event or workshop planning
- Experience researching, writing reports, and managing budgets

The Program Assistant will be involved in many aspects of planning and delivery of workshops and projects. Below is a **sample** of a Field Season from 2019 with the WEP team:

- Various restoration projects throughout BC | Various Dates
- Squamish – Outreach event | April 30-May 2 & May 7-9, 2019
- Tsay Keh Dene – Wetland Inventory Training | June 4-5, 2019
- Fort Ware, Kwadacha Nation – Wetland Inventory Training | June 6-7, 2019
- McLeod Lake – Wetland Inventory Training | June 10-11, 2019
- Prince George – Forest Range Evaluation Program Training | June 12-13, 2019
- Kamloops – Wetlandkeepers | June 14-18, 2019
- Nelson – Forest Range Evaluation Program Training | July 10-11, 2019
- Rossland – Wetlandkeepers | July 12-14, 2019
- Cawston – Wetlandkeepers | July 16-18, 2019
- West Kootenay region – Wetlands Institute | Sept 30-Oct 6, 2019

**Position Terms:** This is a full-time, 12-month position, with potential for extension. This position is based at the BCWF office in Surrey (101-9706 188th St), conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby. This position will require travel throughout the province as noted above.

**Compensation:** \$16.50 to \$19.50/hr (please note: compensation will reflect previous experience); This position is for an average of 40 hours/week - some weeks may require more time than others based on the nature of the work, weekend work is occasionally required; staff

are expected to sign averaging agreements that balance their time over a 4 week period.

**Start date:** January 3, 2020

**End date:** January 3, 2021 (with possibility of extension)

**Deadline for applications: December 15, 2020**

To apply, please send the following as a **single, combined word or pdf file** to:

[alyssa.purse@bcwf.bc.ca](mailto:alyssa.purse@bcwf.bc.ca)

- cover letter
- resume
- a sample of informal (e.g., article, poster, blog post, etc.) and/or formal writing (e.g., portion of a technical document or report, summary, etc.)

For more information, you may contact:

Alyssa Purse, Wetlands Education Program Coordinator, BC Wildlife Federation

T: 604.882.9988 ext 239 | [alyssa.purse@bcwf.bc.ca](mailto:alyssa.purse@bcwf.bc.ca)

We kindly ask that applications be sent by email only (no fax or mail applications please). Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in the BC Wildlife Federation. For other career opportunities, please visit our website - [www.bcwf.bc.ca](http://www.bcwf.bc.ca)