



Fish Habitat Restoration and Education Initiative Assistant (with possible extension)

The B.C. Wildlife Federation's Fish Habitat Restoration and Education Initiative (FHRE) is looking for a program assistant for a 6-month term, with possibility of extension based on funding and performance. The FHRE Initiative was created to deliver quality fish habitat educational programming as well as encourage sustainable fishing. The initiative has since been involved in a range of activities including educational workshops, outreach events, and restoration projects. FHRE is looking for a passionate and dedicated professional to fill this rewarding position. This multi-faceted role provides a unique opportunity to be involved in impactful outreach, conservation, and stewardship work throughout B.C.

Job Description

The Fish Habitat Restoration and Education Assistant will work closely with the Fish Habitat Restoration and Education Coordinator and other staff (permanent and seasonal). They will be primarily responsible for supporting the Fishing Forever program and related projects (Reel Fishing, Juvenile Sturgeon Conservation). This position may include some travel within B.C. to meet project deliverables. You will be working with a network of lead professionals who work among various levels of government and non-government organizations.

Primary Duties and Responsibilities Will Include:

- Lead and assist during virtual workshops and seminars on fishing and access in B.C.
- Monitor and assist in a safety check-in program for people at risk that go fishing.
- All aspects of project delivery and planning (e.g. budgeting, preparing, administering contracts, securing resources, securing permits, coordinating volunteers, etc.)
- Assist in the creation of videos and outreach material for the Fishing Forever program.
- Administer a photo contest
- Administrative duties including preparing external communications (e.g., blog posts, magazine articles, social media posts)
- Communicating internally to staff and externally with members of the public and stakeholder groups (e.g., municipal/regional staff, First Nations, consultants, non-government, and government agencies)
- All aspects of grant applications (e.g., grant writing and producing reports)
- Supporting projects and efforts led by the Fish Habitat Restoration and Education Coordinator, and other staff (e.g., Fishing Forever, Reel Fishing, Juvenile Sturgeon Conservation, outreach events)

Major tasks for 2020/2021

- Assist in coordinating virtual workshops and seminars for seniors and vulnerable people
- Create tutorial videos on adaptive fishing gear, access, and tips
- Further developing the Fishing Forever program
- Volunteer coordination

Qualifications

- Post secondary education in a relevant program (i.e. Education, Communications, Environment, Social Sciences)
- Must have experience working with seniors and vulnerable people.
- Must have experience in writing blog posts, social media updates and articles
- Excellent communicator (verbal and written)
- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, and PowerPoint.
- Willing to provide a Criminal Record Check if shortlisted as a successful candidate.
- Must be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and eligible to work in B.C.

Knowledge, Skills and Abilities:

- Must have at least 1 year of experience with project planning
- Must have at least 1 year of experience in volunteer coordination
- Must have exceptional written and verbal communication skills
- Must have a professional and courteous demeanor and a positive attitude
- Must be extremely well organized and detail-oriented, with the ability to manage multiple priorities, and meet tight deadlines
- Must be capable of working well independently with a high level of resourcefulness as well as within a dynamic, multi-faceted team environment
- Must have experience or interest in Fishing
- 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 project delivery (e.g. field work)
- Strong personal alignment with BCWF's mission, goals, and values, (applicants are strongly encouraged to review our website)
- Must be able to lift up to 40lbs

Required license or certification:

- Driver's Licence
- Standard First Aid & CPR

Additional assets:

- Fishing knowledge
- Good knowledge of conservation, environmental regulations
- Experience with mapping software
- Experience with managing budgets
- Experience in riparian habitat restoration
- Experience in capacity building with stewardship groups
- Experience fundraising or grant writing
- Creative and able to produce aesthetic printed and electronic communications material

Position Terms: This full-time, contract position is based at the BCWF office in Surrey or working from home may be an option, the office is conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby.

Compensation: \$16-18/hour, depending on experience @ 40 hours/week
note: some weeks may require more time than others as weekend work is occasionally required

Application deadline: September 30th, 2020, 11:59pm

Start date: October 12th, 2020

End date: March 31st, 2021

To apply, please send single pdf. file combined cover letter and resume to:
tobias.roehr@bcwf.bc.ca

For more information, you may contact:

Tobias Roehr

Fish Habitat Restoration and Education Coordinator, B.C. Wildlife Federation

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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 B.C. Wildlife Federation. For other career opportunities, please visit our website. www.bcwf.bc.ca