



Fish Habitat Restoration and Education – Summer Intern

The B.C. Wildlife Federation is British Columbia's leading conservation organization. As a province-wide member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance, and promote the wise use of the environment for the benefit of present and future generations.

The B.C. Wildlife Federation's Fish Habitat Restoration and Education Program (FHRE) is looking for a **Summer Intern** for a **4-month term**, anticipated start date May 11th, 2021. The FHRE delivers quality fish habitat educational programming as well as other outreach and stewardship initiatives. The program has 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 Summer Intern will work closely with the Fish Habitat Restoration and Education Coordinator and the Fish Habitat Restoration and Education Assistant as well as other staff (permanent and seasonal). They will be primarily responsible for supporting our outreach and restoration projects. 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:

- Assist during virtual and in-person workshops and seminars on fish habitat restoration in B.C.
- Assist in a safety check-in program for people at risk that go outdoors
- All aspects of project delivery and planning (e.g., budgeting, preparing, administering contracts, securing resources, securing permits, coordinating volunteers, etc.)
- Assist in the planning of a large-scale outdoor accessibility project
- Assist with the creation of media posts and news articles
- Assist in the planning and implementation of other habitat restoration large-scale projects
- 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., Fish Habitat Stewardship Workshops, Fishing Forever, Juvenile Sturgeon Conservation, outreach events)

Major tasks for 2021

- Assist in the development of a large-scale outdoor accessibility project.
- Help develop and deliver Fish Habitat Stewardship workshops
- Volunteer management
- Stakeholder liaising

Qualifications

- Must be 15-30 Years of age (*Due to funding requirements*)
- Must be pursuing, or have obtained, a diploma or degree in a relevant field (e.g., Environmental Sciences, Geography, Biology, Education, Communication)
- 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 B.C.
- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, Teams, PowerPoint, and Adobe Acrobat
- Must have a reliable internet connection for work from home conditions

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

Additional assets:

- Good knowledge of conservation, environmental regulations
- Photography experience, professional or informal
- 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, temporary position is based at the BCWF office in Surrey (101-9706 188th St). At this time COVID health regulations have limited office capacity, and most staff are working from home, with some opportunities to work in the office. Pending public health orders, this position will require travel throughout the province, as noted above.

Compensation: \$17/hour, @ 40 hours/week

note: some weeks may require more time than others as weekend work is occasionally required

Application deadline: March 14th 11:59 p.m. (PST)

Start date: May 11th 2021

End date: August 31st 2021

To apply, please send single pdf. file combined cover letter, resume and formal or informal writing sample (**sample max. 1 page**) to: fish@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/current-opportunities/