



## **Wetlands Education Program Internship – Summer 2021**

The B.C. Wildlife Federation's Wetlands Education Program is looking for a **4-month Wetlands Education Program Intern**. The Wetlands Education Program (WEP) was created in 1996 to deliver quality wetlands education that builds the capacity of individuals and groups to assess their wetlands, and, using this new knowledge, increase community health. This competitive internship opportunity provides hands-on experience for individuals who are interested in a career in environmental education and/or conservation. As a WEP intern, you will have the unique opportunity to get involved in rewarding conservation and stewardship workshops throughout B.C.!

### **Job Description**

The WEP Intern will work closely with the Wetlands Education Program Coordinator and Wetlands Education Program Assistants, and will be involved in all aspects of planning, delivery, and budgeting of the programs. This includes some travel in B.C. to deliver programs, with COVID-19 safety measurements in place. Experience gained in this position is valuable to future work in environmental project and education positions. Due to the nature of the work, the WEP Intern will be able to network with lead professionals who work among various levels of government and non-government organizations.

### **Key tasks of this Position will Include:**

- Support the Wetlands Program Coordinator on the delivery of core Wetland Education Program initiatives (i.e., the Wetlandkeepers, Map our Marshes, and Wetlands Institute).  
\*Note workshops consist of virtual and in-person components
- Assist contract Biologists on logistics and provide field support where, and if, needed
- Plan and deliver outreach to youth-related events
- Take clear and consistent photos at events and prepare social media related posts, advertisements, and blogs to highlight the success of our program and projects

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

- Communicating with partner groups (i.e., municipal/regional planners, non-government and government agencies, First Nations) to help design workshops

- Identifying and securing guest speakers for workshop components, and designing and finalizing workshop agendas
- Administrative duties including maintaining program files and correspondence, participating in preparation of reports
- Represent BCWF Wetlands Education Program at interactive booths or virtual events
- Other duties related to the Wetlands Education Program or B.C. Wildlife Federation's other programs as required. Other duties may include grant writing, procurement of materials, volunteer coordination, and design of outreach materials or learning modules

**Major Program Projects** (*attendance for the full duration of every event may be required*)

**Dates TBD**

- Squamish – Outreach event (Ambush Naturalists)
- Richmond- Wetland Training
- Crawford Bay – Map our Marshes
- Doig River – Map our Marshes
- Fort Ware (Kwadacha Nation) – Wetland Plant Workshop
- Mackenzie – Wetland Restoration Workshop
- Cranbrook – Wetlandkeepers (virtual only)
- Hope – Wetlandkeepers
- Victoria – Wetlandkeepers
- Kootenay region – Wildlife Inventory

### **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 BC
- 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:**

- 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, analytical, 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.)
- Must adhere to the BCWF's and WEP's COVID-19 safety plan

### **Required license or certification:**

- Class 5 Driver's Licence

### **Additional assets:**

- Experience with public outreach and engagement
- Experience with creative/informal writing and photography
- Good knowledge of water policy regarding conservation, protection laws, and regulations
- Experience researching, writing reports, and managing budgets
- Creative and able to produce aesthetically-pleasing printed and electronic communications material (e.g., posters, graphics, etc.)

- Interest in volunteer coordination

**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:** \$18/hour @ 40 hours/week (note: some weeks may require more time than others – weekend work is occasionally required).

**Start date:** May 3, 2021

**End date:** August 20, 2021

**Deadline for applications: March 12, 2021**

To apply, please send **single** word or pdf file combined cover letter, resume, and a formal or informal writing sample (**sample max 1 page**) to: [wep@bcwf.bc.ca](mailto:wep@bcwf.bc.ca)

For more information, you may contact:

Alyssa Purse

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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](http://www.bcwf.bc.ca)