

Fish Habitat Restoration & Education – Summer Intern

Role Details

Department:	Conservation Stewardship – Fish Habitat Restoration and Education (FHRE)	Start Date:	May 4, 2022
Reports to:	Fish Habitat Restoration and Education Coordinator Fish Habitat Restoration and Education Assistant	End Date:	August 24, 2022

About the B.C. Wildlife Federation

The B.C. Wildlife Federation (BCWF) 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.

Job Overview – Fish Habitat Restoration and Education Summer Intern

The B.C. Wildlife Federation’s Fish Habitat Restoration and Education Program (FHRE) is looking for a program assistant for a **4-month term**, anticipated start date May 4th, 2022. 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.

To support a workforce that reflects the diversity of our community, women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQAI2S+), persons with disabilities, and others who may contribute to the diversity of our workforce are encouraged to express their interest and apply. *This position is funded by the Canada Summer Jobs Program.*

Qualified candidates may submit their resume, cover letter, and formal or informal writing piece such as a social media post, articles, blog posts etc., (sample 1 page max.) via email quoting “FHRE Summer Intern_FirstName_LastName” to: fish@bcwf.bc.ca.

Applicants must apply by March 13th 11:59 p.m. (PST).

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

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For more information, you may contact:

Tobias Roehr

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

T: 604.882.9988 ext. 225 | tobias.roehr@bcwf.bc.ca

Core Responsibilities

Primary Duties and Responsibilities Will Include:

- Assist in the planning and delivery of in-person educational and fish habitat enhancement workshops
- Assist in 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 social media content, media posts and news articles
- Assist in data collection and recording
- Preparing and cleaning field equipment
- 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 and Education Coordinator and other staff (e.g. Fish Habitat Stewardship Workshops, Fishing Forever, Juvenile Sturgeon Conservation, outreach events)

Major Tasks for 2022:

- Help develop, liaise, and deliver Fish Habitat Stewardship workshops around B.C.
- Creation of social media content
- Volunteer management
- Stakeholder liaising
- Assist in coordinating large-scale outdoor accessibility improvement project

Competencies and Skills

Requirements:

- Must be 15-30 years of age (*Due to funding requirements*)
- Must be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Act; and have a valid Social Insurance Number at the start of employment, and be eligible to work in B.C.

Education:

- Must be pursuing, or have obtained, a diploma or degree in a relevant field (e.g. Environmental Sciences, Geography, Biology, Education, Communications). Other fields are welcome but please be advised we may inquire how your education is relevant to this role.
- A combination of work experience and education will be considered for this role.

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Knowledge, Skills and Abilities:

- 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 and dynamic, multi-faceted team environment
- Where necessary, must be willing to work evenings, weekends, and extended hours 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)
- Must have a 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 be able to lift up to 40 lbs

Qualifications:

- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, Teams, PowerPoint and Adobe Acrobat.
- Must have reliable internet connection for work from home conditions.

Additional Assets:

- Driver's License
- Experience in content creation and/or photography
- Experience with mapping software
- Experience with managing budgets
- Experience in riparian habitat restoration
- Experience in capacity building with stewardship groups
- Experience in fundraising and/or grant writing
- Creative and able to produce aesthetically pleasing printed and electronic communication material

Position Terms & Compensation

Position Terms:

This full-time (40 hours/week), temporary position is based at the B.C. Wildlife Federation office in Surrey, B.C. (101-9706 188th Street). At this time, COVID-19 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:

\$17-18/hour, depending on qualification and funding available.