

Fish Habitat Restoration and Education Program Assistant



Role Details

Department:	Conservation Stewardship – Fish Habitat Restoration and Education Program	Start Date:	August 2022, or as soon as possible
Reports to:	Fish Habitat Restoration and Education Coordinator and Director of Conservation Stewardship	End Date:	March 31, 2023, with possibility to extend

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 – FHRE Program Assistant

The BC Wildlife Federation’s Fish Habitat Restoration and Education Program (FHRE) is looking for a Program Assistant, anticipated start date is as soon as possible. The Fish Habitat Restoration and Education Program Assistant will work independently under the supervision of the Fish Habitat Restoration and Education Coordinator and the Director of Conservation Stewardship. They will be primarily responsible for supporting the BC Outdoor Access Improvement Project and providing assistance to the Fish Habitat and Education Program workshops and projects. The BC Outdoor Access Improvement Project aims to upgrade trails and fishing docks at selected locations across BC to make them more accessible for people with mobility issues, and increase the number of British Columbians who can enjoy the outdoors. The Fish Habitat and Education Program delivers fish habitat stewardship workshops in communities. This position will primarily work at our office (or a home office), but will include some travel within BC to meet project deliverables. It is anticipated a high portion of their work will focus on the BC Outdoor Access Improvement Project, but opportunities to participate and support other FHREP initiatives will occur throughout the position. The FHRE Program Assistant will be working with a network of lead professionals who work among various levels of government and non-government organizations.

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 (2SLGBTQIA+), persons with disabilities, and others who may contribute to the diversity of our workforce are encouraged to express their interest and apply.

Please review all sections of this job posting. Qualified candidates may submit their resume and cover letter as a single PDF document to: jobs@bcwf.bc.ca, quoting “FHREProgramAssistant_FirstName_LastName”

We will review applications and conduct interviews on the rolling basis until the position is filled. We encourage applicants to apply early.

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We thank all applicants for their interest and advise that only those selected for an interview will be contacted. For other career opportunities at BCWF, please visit our website - <https://bcwf.bc.ca/current-opportunities/>

For more information about this position, you may contact:

Tobias Roehr
Fish Habitat Restoration and Education Coordinator, BC Wildlife Federation
Fish@bcwf.bc.ca

Core Responsibilities

- Support the Outdoor Access Improvement project. Duties include: management of budget, procurement and administration of contract/resources, securement of permits, coordination of volunteers, etc.
- Administer the coordination of contractors and land-owners as per grant agreements regarding upgrades to trails and fishing docks.
- Ensure project deliverables outlined in grant agreements are met.
- Create and distribute a survey/questionnaire for contractors and landowners to complete.
- Administrative duties including preparing external communications (e.g., blog posts, magazine articles, social media posts).
- Communicate 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).
- Lead the supervision and planning of approved projects under the Community Economic Recovery and Infrastructure Program (CERIP) and Columbia Basin Trust (CBT) project applications.
- Support projects and efforts led by the Fish Habitat Restoration and Education Coordinator, and other BCWF initiatives as required (e.g., Fishing Forever, Fish Habitat Stewardship workshops).

Major tasks for 2022

- Complete the list of projects within the BC Outdoor access improvement project
- Coordinate contractors of the BC Outdoor Access Improvement Project
- Volunteer management
- Stakeholder liaising
- Develop and complete a survey to collect data points for report
- Support FHREP for other initiatives as requested.

Competencies and Skills

Requirements:

- Must be a Canadian citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act; have a valid Social Insurance Number at the start of employment, and be eligible to work in B.C.

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Work Experience:

- Budgeting and project development experience.
- Experience liaising with stakeholders (First Nations, government, local community groups, etc.)
- Experience with fish habitat enhancement project.

Education:

- A diploma or a degree in a relevant field (e.g. Environmental Sciences, Geography, Biology, Education, Communication).

Knowledge, Skills and Abilities:

- Exceptional written and verbal communication skills.
- Professional and courteous demeanor and a positive attitude.
- Well organized and detail-oriented, with the ability to manage multiple priorities, and meet tight deadlines.
- Capable of working independently with a high level of resourcefulness as well as within a dynamic, multi-faceted team environment.
- Willing to work evenings, weekends, and extended hours, where necessary, to accommodate activities and events of the Federation.
- Comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for project delivery (e.g. field work).
- Knowledge of fish habitat enhancement.
- Strong personal alignment with BCWF's mission, goals, and values (applicants are strongly encouraged to review our website).
- Ability to lift up to 40lbs.
- Valid Class 5 driver's license.
- Proficiency with Microsoft Office and remote work collaboration programs (e.g. Office Suites, Teams, SharePoint, OneDrive, Adobe Acrobat).

Position Terms & Compensation

Position Terms:

This is a full-time contracted position ending on March 31, 2023, with possibility to extend. Work will be primarily indoors based at the BCWF office in Surrey (101-9706 188 St) or from a work-from-home setting. Travel may be required within B.C. to meet project deliverables.

Compensation:

Wage: \$20-23/hour, to be reviewed based on experience.