

Wetlands Education Program Assistant



Role Details

Department:	Conservation Stewardship – Wetlands Education Program	Start Date:	March 6, 2023
Reports to:	Wetlands Education Program Coordinator	End Date:	March 31, 2024, 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 – Wetlands Education Program Assistant

The B.C. Wildlife Federation’s Wetlands Education Program (WEP) is looking for a full-time Assistant for a 13-month term, with possibility of extension based on performance and funding. The Wetlands Education Program was created in 1996 to deliver high quality wetland training. The Program has since become a leader in wetland conservation, involved in a range of activities including educational workshops & outreach, regional planning initiatives, and restoration projects. WEP 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 conservation and stewardship work throughout BC.

The Wetlands Program Assistant will work closely with the Program Coordinator and other staff (permanent and seasonal) and will be involved in all aspects of planning and delivery of core programming. This includes the Map our Marshes, Wetlandkeepers, Wetlands Institute, and Working Group workshops, as well as outreach. This includes some travel in BC to meet program deliverables. The Program Assistant will work 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.

Qualified candidates may submit their resume, cover letter, and formal or informal writing sample (sample 1 page max.) as a single PDF document via email quoting “WEP Assistant_FirstName_LastName” to: wep@bcwf.bc.ca

Applicants must apply by January 15th, 2023, 11:59 p.m. (PST).

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

For more information, you may contact:

Alana Higginson (she/her)

Wetlands Education Program Coordinator

T: 604-882-9988 ext. 304 | WEP@bcwf.bc.ca

Core Responsibilities

Key Tasks of this Positions will Include:

- Support the Wetlands Program Coordinator on the planning and delivery of virtual and in-person components of core Wetland Education Program initiatives (e.g., the Wetlandkeepers, Map our Marshes, and Wetlands Institute workshops)
- All aspects of grant applications (e.g., grant writing and producing reports)
- Administrative duties including cleaning field equipment, preparing external communications (e.g., blog posts, magazine articles, social media posts), minor website updates, etc.
- Assist contract biologists and field crews on logistics and provide field support where, and if, needed

Other Duties and Responsibilities will Include:

- Communicating with partner groups (e.g., 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
- Plan and deliver outreach to youth-related events
- Representing the BCWF Wetlands Education Program at interactive booths and virtual events for family and youth
- Administrative duties including maintaining program files and correspondence
- Other duties relating to the Wetlands Education Program or B.C. Wildlife Federation's other programs as required. Other duties may include procurement of materials, volunteer coordination, and design of outreach materials or learning modules

Requirements, Competencies, and Skills

Education:

- Post-secondary education in a relevant field (e.g., Environmental Studies, Science, Arts, Communications, Education, etc.) or equivalent experience.

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).
- Experience with event/workshop management or planning.
- Exceptional written and verbal communication skills.
- Professional and courteous demeanor and a positive attitude.
- Attention to details with demonstrated organizational skills.
- Strong work ethic and self-starter, with the ability to effectively manage multiple priorities and adapt to changes within a fast-paced environment.
- Must be comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for program delivery (e.g., camping, walking on uneven terrain with field gear, etc.).
- Must be capable of lifting objects up to 40lbs.
- Proficiency with Microsoft Office and remote work collaboration programs (e.g., Microsoft Office products (e.g., Word, Excel, Power Point), Teams, SharePoint, OneDrive).
- A commitment to professional ethics with ability to maintain confidentiality and use discretion with sensitive information.

Wetlands Education Program Assistant



Required license or certification:

- Class 5 Driver's Licence (we will require a Driver's Abstract upon hiring)
- Must complete a Criminal Record check for working with youth and vulnerable adults upon hiring.

Additional Assets:

- Experience working and collaborating with First Nations and Indigenous communities.
- Experience with creative/informal writing and photography.
- Experience with public outreach and engagement.
- Experience researching, writing reports, and managing budgets.
- Knowledge or interest in conservation, water policy, protection laws, and regulations.
- Creative mindset with experience in science communication, outreach, and content creation.
- Non-profit experience.
- Conflict resolution experience or training

Position Terms & Compensation

Position Terms:

This is a full-time contracted position ending on March 31, 2024, with possibility for extension. This position allows for an in-office and work from home hybrid model, depending on business needs. The office is conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby. Standard hours of work are Monday to Friday, 8:00 a.m. – 4:00 p.m. This position will also require travel throughout the province. Due to the nature of this position, the suitable candidate would be located within the Lower Mainland or moving to the Lower Mainland by the start date. Occasional evenings, weekends and/or extended hours will be required to accommodate activities and events. An averaging agreement may be provided during the field season to balance no more than 160 hours over a 4-week period.

Compensation:

Wage: \$21-23/hour at 40 hours/week, depending on experience.