

Fish Habitat Restoration & Education - Summer Assistant



Role Details

Department:	Conservation Stewardship - Fish Habitat Restoration and Education Program (FHREP)	Start Date:	May 13, 2024
Reports to:	Fish Habitat Restoration and Education Coordinator	End Date:	August 30, 2024

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 (FHREP) is looking for a program assistant for a **4-month term**, with an anticipated start and end date of May 13, 2024, and August 30, 2024, respectively. The FHREP 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. FHREP is looking for a passionate, dedicated and professional individual 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.

There will also be opportunities to support the BCWF Wetlands Workforce (WW) where resources are needed. The Wetlands Workforce project works to improve the health of watersheds while creating economic and skill building opportunities and strengthening relationships with First Nations and Indigenous-led organizations. Learn more about Wetlands Workforce here: <https://wetlandsworkforce.ca/>

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 (2SLGBTQAI+), 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: "FHREP Summer Assistant_FirstName_LastName" to: fish@bcwf.bc.ca.

Applicants must apply by March 15th, 2024 @ 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 (email preferred):

Haiden MacDonald

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

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E: haiden.macdonald@bcwf.bc.ca

Core Responsibilities

Primary FHREP Duties and Responsibilities will Include:

- Assist in the planning and delivery of in-person educational Fish Habitat Stewardship Workshops around B.C.
- Assist in all aspects of project delivery and planning (e.g. budgeting, preparing & administering contracts, securing resources, securing permits, coordinating volunteers, etc.).
- Support projects and efforts led by the Fish Habitat Restoration and Education Coordinator, Intermediate Aquatic Biologist, and other Conservation Stewardship staff (e.g. outreach events, volunteer management, stakeholder engagement and communication, monitoring and restoration project planning and implementation, etc.).
- Support Fraser River Tidal Marsh Cleanup (FRTMC) Project planning and administrative tasks (e.g., municipal permit applications, contractor communications, etc.) and field-based activities (e.g., community clean up events, debris removal with the FRTMC Field Crew, etc.).
- Assist in coordinating and planning additional Fish Habitat Restoration and Education Program projects (E.g., Outdoor Access Improvement Project).
- 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).
- Assist in the creation of social media content, media posts and news articles.
- Assist in aspects of grant applications (e.g. grant writing and producing reports).
- Assist in data collection and recording.
- Preparing and cleaning field equipment.

Secondary WW Duties and Responsibilities May Include:

- Assist in the planning and implementation of projects related to the Beaver Based Restoration Team, including Beaver Dam Analogues (BDAs) and Post-Assisted Log Structures (PALS).
- Conduct site visits and effective maintenance of wetland and riparian areas, including but not limited to invasive vegetation removal, planting native species, fencing and other structure maintenance and conducting surveys.
- Using ArcGIS field apps, 360° camera, and drone, collect and maintain accurate data on maintenance work and environmental surveys, including spatial data outlining treatment areas.
- Clean and maintain field operation equipment and report any damage or concerns to the Field Crew Supervisor.
- Assist with conducting data analysis and preparing technical reports.

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- Engage with First Nations, landowners or property managers, students, project partners and public to promote collaboration efforts and knowledge of wetlands.
- Perform other duties as directed by the FHREP Coordinator and Assistant and the WW team.

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.

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 40 lbs.
- Experience working and travelling with a small team.

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.

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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
- Experience working in a wilderness or backcountry environment
- Experience using technology for digital data collection
- Creative and able to produce aesthetically pleasing printed and electronic communication material
- Valid First Aid Certification
- Experience working and collaborating with First Nations and Indigenous communities, or other stakeholders and partners on projects
- Experience in safe operation of 4WD trucks on forest service roads, power tools, and other field equipment
- Working knowledge of ecological restoration and environmental monitoring methods
- Knowledge of wetland and stream invasive species ID, using dichotomous keys and utilizing resources for identifying wetland and stream species.

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), with opportunities for remote office work from home. This position will require travel throughout the province, as noted above, and occasional weekend shifts.

Compensation:

\$18-23/hour, depending on qualification and funding available.