

Wetlands Education Program – Summer Intern

Role Details

Department:	Conservation Stewardship – Wetlands Education Program (WEP)	Start Date:	May 6, 2024
Reports to:	Wetlands Education Program Coordinator & Wetlands Education Program Assistant	End Date:	August 23, 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 – Wetlands Education Program Summer Intern

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 and steward their wetlands, and, using this new knowledge, increase community watershed 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.!

The WEP Intern will work closely with the Wetlands Education Program Manager, Wetland Education Program Coordinator and Assistants, and will be involved in all aspects of planning, delivery, and budgeting of the programs. This includes some travel within B.C. to deliver programs. 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 key 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 (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.*** See Page 2 for *Grant Eligibility*.

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 Summer Intern_FirstName_LastName" to: jobs@bcwf.bc.ca

Wetlands Education Program – Summer Intern

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

Core Responsibilities

Key Tasks of this Positions will Include:

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

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
- Administrative duties including maintaining program files and correspondence, participating in preparation of reports
- Other duties relating 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

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.
- Class 5 driver's license

Education:

- Must be pursuing, or have obtained, a diploma or degree in a relevant field (e.g., Environmental Sciences, Geography, Biology, Education, Communications, etc.)

Wetlands Education Program – Summer Intern

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 40 lbs
- 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 program delivery (e.g., camping, hiking, etc.)

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:

- Experience with public outreach and engagement
- Experience with creative/informal writing and photography
- Creative and able to produce aesthetically pleasing printed and electronic communication materials (e.g. posters, graphics, etc.)
- Good knowledge of water policy regarding conservation, protection laws, and regulations
- Interest in volunteer coordination

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). 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:



Wetlands Education Program – Summer Intern

\$20.25/hour at 40 hours/week (note: some weeks may require more time than others – weekend work is occasionally required, and averaging agreements are utilized).