

Fish Projects Coordinator (Junior Biologist)

Role Details

Department:	Conservation Stewardship	Contract Type:	Full-Time, Fixed Term
Reports to:	Director of Conservation Stewardship	Start Date:	ASAP
Compensation:	\$27-32/ hour	End Date:	March 31, 2025 (+)

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

The Fish Projects Coordinator will help BCWF advance projects related to fish and fish habitat conservation and restoration and support existing projects and initiatives of the Conservation Stewardship (CS) Department's watershed team. The Fish Projects Coordinator will report to the CS team's Intermediate Aquatic Biologist.

This is a full-time, fixed term contract with the possibility to extend up to another year.

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 and cover letter as a single PDF document via email to: Jobs@bcwf.bc.ca. Please indicate candidate's name in the subject line. E.g. FishProjectsJuniorBiologist_FirstName_LastName.

We will review applications and conduct interviews on the rolling basis, and we encourage applicants to apply early.

Core Responsibilities

Primary Duties and Responsibilities Will Include:

- Advance BC Wildlife Federation's involvement in fish and stream restoration projects.
- Support our beaver restoration activities with expertise related to fish sampling and ID, fish handling protocols, research, and habitat enhancement. Support may include in-field assistance on restoration projects, and research coordination with academic institutions.
- Continue to refine and develop the Fish Habitat Restoration and Education Program (FHREP), identifying and recommending future projects and initiatives.

- Supervise interns on the planning and delivery of in-person educational and fish habitat enhancement workshops in 2024.
- Coordinate all aspects of project delivery and planning (e.g., administrative duties such as budgeting, preparing and administering contracts, securing resources, securing permits, coordinating volunteers, liaison with partners, preparation of field equipment, etc.)
- Coordinate data collection and recording and support data analysis
- Coordinate and support fish-related projects of BCWF member clubs, where appropriate.
- Coordinate the creation of social media content, media posts and news articles and other external communications.
- Communicating internally to staff and externally with members of the public and partner groups (e.g., municipal/regional staff, First Nations, consultants, non-government, and government agencies)
- Participate in all aspects of grant applications related to FHREP activities (e.g., grant writing and producing reports)
- Supporting projects and efforts led by the Fish Habitat Restoration and Education Program where appropriate (e.g., Fish Habitat Stewardship Workshops, restoration & outreach events)

Qualifications

- A diploma or degree in a relevant field (e.g., Environmental Sciences, Biology).
- Ideal candidate will be registered as a qualified professional with one of the accrediting colleges (e.g., College of Professional Biologists, British Columbia Institute of Agrologists, Engineers and Geoscientist of BC); or be able to obtain this designation within 1 year of employment.
- Must be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and have a valid Social Insurance Number at the start of employment, and be eligible to work in BC
- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, Teams, PowerPoint, and Adobe Acrobat
- Must have a reliable connection for work from home conditions

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 a dynamic, multi-faceted team environment
- Must be willing to travel and work evenings, weekends, and extended hours, where necessary, to accommodate activities and events of the Federation, using an averaging agreement where appropriate
- Must be comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for project delivery (e.g. field work)
- Strong personal alignment with BCWF's mission, goals, and values, (applicants are strongly encouraged to review our website)

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- Must be able to lift up to 40lb
 - Experience with fish identification and assessments in BC

Additional assets:

- Class 5 Drivers License
- Experience in photography
- Good knowledge of conservation and environmental regulations
- Experience with mapping software (e.g., ArcGIS, QGIS)
- Experience with managing budgets
- Experience in riparian habitat restoration
- Experience in capacity building with stewardship groups
- Experience fundraising or grant writing
- Creative and able to produce aesthetically pleasing printed and electronic communications material