

Formatting Assistant – Wetland Plants of B.C.



Role Details

Department:	Conservation Stewardship	Start Date:	ASAP
		End Date:	April 30, 2025
Reports to:	Jamie Long	Compensation	\$25.00/hr

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 41,000 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.

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.

Position Purpose

The B.C. Wildlife Federation (BCWF) is seeking a detail-oriented and tech-savvy individual to assist with the reformatting of the Wetland Plants of B.C. Guidebook (V3). This role involves transferring content from Version 2 into a new and improved layout for Version 3. The guide, a key resource for wetland plant identification, will transition to a format optimized for both digital and print publication. This is a 100-hour contract to fulfill reformatting requirements as directed by the project manager(s).

See Version 2 of the Wetland Plants of B.C. Guidebook here > [Wetland Plants of BC - BCWF Watershed Team](#).

Core Responsibilities

- Reformat content from Version 2 to Version 3 using Adobe InDesign while adhering to updated design guidelines.
- Ensure accuracy and consistency when transferring text, images, and other content.
- Organize and manage digital files and project assets in a clear and efficient manner.
- Collaborate with the BCWF team to refine the guide's layout, structure, and overall presentation.
- Maintain clear documentation of changes and updates.
- Provide regular updates during bi-weekly virtual check-ins with the project team.

Requirements, 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.
- Must provide all necessary tools such as a computer and required software (Adobe InDesign)

Knowledge, Skills and Abilities

- High school graduate and/or enrollment or completion of post-secondary program in Arts, Sciences, Education, Business, Communications, Technology

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- Relevant and equivalent work experience will be considered in lieu of post-secondary enrollment

How to Apply

Deadline for applications: Friday, February 7, 2024 11:59 PM (Pacific Time)

To apply, please send a **single** PDF file combined cover letter and resume to jamie.long@bcwf.bc.ca.

For more information, you may contact:

Jamie Long
B.C. Wildlife Federation
E: jamie.long@bcwf.bc.ca
T: 604-882-9988

We kindly ask that applications be sent by email only (no fax or mail applications please). Due to the high number of applications, only applicants who are selected for an interview will be contacted. We sincerely thank all applicants for their interest in the B.C. Wildlife Federation. For other career opportunities, please visit our website – www.bcdf.bc.ca/current-opportunities/.