

FRASER VALLEY INVASIVE SPECIES SOCIETY EMPLOYMENT OPPORTUNITY



POSITION	Invasive Species Program Assistant
# OF POSITIONS	Up to 2
START DATE	May 11, 2020
TERM	16 weeks, 35-40 hours/week
LOCATION	Throughout Fraser Valley, some travel to sites in Metro Vancouver
WAGE	\$18.00/hour

HOW TO APPLY Please submit a cover letter and resume in one single PDF file indicating how you meet these qualifications to info@fviss.ca by **April 10, 2020** (interviews will take place starting the week of April 20, 2020)

SUMMARY OF POSITION

The Fraser Valley Invasive Species Society (FVISS) is a non-profit organization that works to minimize the negative impacts of invasive species. The FVISS coordinates with land managers throughout the region to educate and raise awareness on invasive species and reduce invasive plant infested area. The FVISS is seeking a self-motivated and independent Invasive Species Program Assistant to help support public outreach and invasive species management efforts occurring during the 2020 season. The position will provide opportunities to work with partner organizations including the Invasive Species Council of Metro Vancouver.

DESCRIPTION OF TASKS AND RESPONSIBILITIES

The position will require travel throughout the Fraser Valley, and less frequently to sites in Metro Vancouver. Applicants must be self-motivated and comfortable working with minimal supervision. Regular check-in meetings will occur weekly and scheduled tasks will be given. As public events often occur on weekends, work days may fluctuate, and flexibility will be required.

Tasks include:

- Education and Outreach
 - Attending outreach events (i.e. community events, farmer's markets, etc.) and providing invasive species information to event attendees
 - Scheduling and planning targeted outreach activities (i.e. weed pull events, door-to-door outreach, boat launch surveys, etc.)
 - Develop, update and distribute invasive species outreach resources (table displays, brochures, etc.)
 - Tracking and documenting outreach activities (e.g. taking photos, tracking number of questions, items handed out)
 - Updating FVISS website, posting to social media, building photo library, preparing content for e-newsletters
 - Respond to public inquiries and requests via phone, e-mail and social media
- Invasive Species Management
 - Verify and manage invasive species reports and enter into mapping program/database
 - Supporting invasive species early detection/surveillance and monitoring programs including lake monitoring/water sample collections

- Support field crew, conduct inventory and control activities at invasive plant sites under the direction of supervisor
- Helping with other invasive projects as needed

QUALIFICATIONS

The successful candidate must demonstrate, at minimum, the following:

- Ability to work a flexible schedule that will include regular weekend work, holiday and some evening work
- Ability to work independently in an office, public site, or field environment
- At least one year of post-secondary education in related field
- Comfort public speaking and engaging with audiences of all ages
- Experience with social media
- Knowledge of or experience with local invasive species
- Willingness to work in a diversity of sites throughout the Lower Mainland
- Ability to carry out field work including work in adverse conditions
- Willingness to work with herbicides and potentially dangerous plants (e.g. giant hogweed)

REQUIREMENTS

- Hold, or be willing to obtain, a current [Assistant Pesticide Applicator's Certificate for Industrial Vegetation and Noxious Weeds](#)
- Valid Class 5 or 7 Driver's License essential (drivers abstract will be requested from those selected for an interview)
- Personal vehicle available to drive to work sites and field office (with adequate ICBC insurance coverage for the position)

Preference may be given to those candidates who possess:

- Occupational First Aid Level 1, 2, or 3
- Invasive species training or knowledge

ELIGIBILITY

This position is contingent on funding from ECO Canada's Student Work-Integrated (SWP) CO-OP Program. Therefore, to qualify for this position, individuals must have confirmed eligibility for the [ECO Canada Student Work Placement Program](#)

- Currently study at a university or college in the areas of Science, Technology, Engineering, Art or Math (STEAM) and Business
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- NOTE: Students over age 30 ARE eligible for the co-op program
- NOTE: Students on a work permit or visa ARE NOT eligible

Only candidates being considered for this position will be contacted. This position is subject to funding availability.