

FRASER VALLEY INVASIVE SPECIES SOCIETY

Employment Opportunity



INVASIVE SPECIES PROGRAM OUTREACH COORDINATOR

# POSITIONS	1
TERM	Temporary Full-time; 32 hours/week (May 2 nd , 2022 to April 28 th , 2023) One year term, with potential for extension based on funding
LOCATION	Work-from-home office and throughout Fraser Valley, with some travel to sites in Metro Vancouver during the field season
WAGE	\$22.00/hr + office/vehicle use reimbursements + training/certification opportunities

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 enthusiastic **Invasive Species Outreach Coordinator** to help plan and implement outreach strategies and support invasive species management efforts throughout the Fraser Valley. The position will provide opportunities to work with partner organizations including the Invasive Species Council of Metro Vancouver.

DESCRIPTION OF TASKS AND RESPONSIBILITIES

The Outreach Coordinator will assist the Executive Director with invasive species prevention programs through education and outreach activities. The position will include both office (remote work-from-home) and some field work to support existing operational programs. This position will require a flexible schedule including some evening and weekend work for public events, and will require travel throughout the Fraser Valley, and less frequently to sites in Metro Vancouver.

The FVISS is a small organization, as such, this position will cover a wide range of tasks and provide a variety of learning opportunities, with the potential of creating long-standing invasive species programs in the Fraser Valley. Therefore, applicants must be reliable, be self-motivated, have excellent problem-solving skills, and be comfortable working with minimal direct supervision.

Tasks include:

Education and Outreach (80%):

- Developing and expanding outreach and educational programs through different community engagement avenues (ie. iNaturalist, Geocaching, etc.)
- Designing and creating outreach resources (table displays, brochures, etc.)
- Planning and hosting invasive species educational opportunities (ie. webinars, presentations, etc.)

Opening Date: March 11, 2022

- Coordinating with land managers and implementing outreach or stewardship activities (i.e. weed pull events, door-to-door outreach, boat launch surveys, etc.)
- Attending outreach events (i.e. community events, farmer's markets, etc.) and providing information to attendees
- Tracking and documenting outreach activities (e.g. taking photos, tracking number of questions, items handed out)
- Updating FVISS website, posting to social media, preparing content for e-newsletters
- Responding to public inquiries and requests via phone, e-mail and social media
- Coordinating community stewardship events (prep for event, provide introduction and safety demonstrations, supervise volunteers, document activities)

Field Support (20%)

- Verifying and managing invasive species reports and entering into mapping program/database
- Supporting invasive species early detection/surveillance and monitoring programs including lake monitoring/water sample collections
- Supporting field crews, conduct inventory and control activities at invasive plant sites
- Helping with other invasive projects as needed

ELIGIBILITY

- Must be aged 30 and under at the start of employment
- Must be a Canadian citizen, permanent resident or hold refugee status in Canada
- Hold a valid Class 5 or 7 Driver's License (drivers abstract will be requested)
- Have a personal vehicle available to drive to work sites and field office with adequate ICBC insurance coverage for the position (specific amount to be discussed)
- Hold, or be willing to obtain, a current [Assistant Pesticide Applicator's Certificate for Industrial Vegetation and Noxious Weeds](#)
- Willingness to obtain a police information check with "vulnerable sector" (required for working with members of the public, including children)
- Current Occupational First Aid Level 1, 2, or 3 or able to achieve certification within 2 months of starting work

This position is contingent on funding from ECO Canada. Therefore, to qualify for this position, individuals must have confirmed eligibility for the [ECO Canada Youth in Natural Resources \(YNR\) Program](#) requirements

OTHER REQUIREMENTS

The ideal candidate will have or be:

- A positive, energetic team player who is self-motivated and comfortable working unsupervised
- An interest in, and preferably knowledge of invasive species and environmental conservation
- At least one year of post-secondary education in a related field (education, communications, environmental science or similar)
- Excellent oral and written communication skills; comfortable and confident with public speaking and engaging with audiences of all ages in a professional manner

- Excellent time management and problem-solving skills; ability to organize and prioritize work in order to meet deadlines
 - Ability to work a flexible schedule that will include weekend, holiday and some evening work
 - Ability to work independently in an office, public site, or field environment
 - Willing to work in a diversity of sites for both stewardship events and field support throughout the Lower Mainland
 - Able to complete physical work in all weather conditions, requiring sufficient physical strength, stamina and coordination
 - Willing to work with herbicides and potentially hazardous plants (e.g. giant hogweed)
 - Experience with social media and an “eye for design” to facilitate content creation
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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

DEADLINE **April 8th, 2022**
(Please apply early! Interviews may take place as early as week of March 28th)

Only candidates being considered for this position will be contacted. This position is subject to funding availability. We thank all applicants for their interest.