

# FRASER VALLEY INVASIVE SPECIES SOCIETY

Employment Opportunity



## PROGRAM COORDINATOR

### Engagement and Outreach

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<b>POSITIONS</b>	1
<b>START DATE</b>	As soon as April 17, 2023 (flexible)
<b>TERM</b>	Permanent (32-35 hrs/week April-November; 24 hrs/week December-March)
<b>SCHEDULE</b>	Flexible weekly schedule based on project deliverables and availability Occasional evening/weekend work may be needed based on outreach events
<b>LOCATION</b>	Work-from-home office and throughout Fraser Valley, with occasional travel to sites in Metro Vancouver during the field season
<b>WAGE</b>	\$24.00/hr + Standard 4% Vacation and Statutory Holiday pay
<b>BENEFITS</b>	Office and personal vehicle use reimbursements Option for Extended Health Care enrollment (after 3 months) Continued training/certification opportunities

#### WHO WE ARE AND WHAT THIS POSITION ENTAILS:

The Fraser Valley Invasive Species Society (FVISS) is a non-profit organization that works to minimize the negative impacts of invasive species. We do this through education and raising awareness, coordinating with land managers, and conducting on-the-ground management work throughout the region.

We are looking for a self-motivated and enthusiastic **Program Coordinator – Engagement and Outreach** to help share invasive species knowledge and contribute to invasive species management efforts throughout the Fraser Valley. The position will be a mix of office work and engagement activities throughout the Fraser Valley. Weekly schedules are flexible, but may include occasional evening and weekend work. Ability to drive throughout the Lower Mainland with a personal vehicle and a familiarity with the Fraser Valley is required.

Working closely with the Executive Director, this position will help develop, implement, and coordinate invasive species programs that encourage the prevention and management of invasive species. The FVISS is a small organization and this position will cover a wide range of tasks and provide a variety of learning opportunities. Applicants must be reliable, self-motivated under minimal supervision, comfortable engaging with a variety of audiences, and have excellent problem-solving skills. Programs that are developed will help shape invasive species management throughout the Fraser Valley for many years to come!

Opening Date: March 16, 2023

THE TASKS AND RESPONSIBILITIES ARE:

<p><b>Engagement and Outreach (80%):</b></p>	<p>Mix of On-the-Ground + Office Work:</p> <ul style="list-style-type: none"> <li>• Engages with and helps coordinate landowners participating in ongoing invasive species programs</li> <li>• Develops, maintains, and expands ideas for community science programs (ie. iNaturalist, Geocaching, etc.)</li> <li>• Designs, creates, and distributes/installs outreach resources (information signage, brochures, posters, etc.)</li> <li>• Plans and hosts invasive species educational opportunities to a variety of interested audiences (i.e. plant walks, webinars, presentations, etc.)</li> <li>• Coordinate with land managers and implement targeted outreach or stewardship activities (i.e. weed pull events, door-to-door outreach, boat launch surveys, etc.)</li> <li>• Attends meetings and events on behalf of FVISS to promote FVISS projects and the importance of invasive species prevention and management</li> </ul> <p>Office Work:</p> <ul style="list-style-type: none"> <li>• Updates FVISS website, posts to social media, prepares content for e-newsletters and expands invasive species resources available for a variety of audiences</li> <li>• Responds to public inquiries and requests via phone, e-mail and social media</li> <li>• Tracks engagement for annual summaries, completes year-end funder reports</li> </ul>
<p><b>Supporting Other Invasive Species Programs (20%)</b></p>	<p>Mix of On-the-Ground + Office Work:</p> <ul style="list-style-type: none"> <li>• Verifies invasive species reports and enters data into database</li> <li>• Supports invasive species early detection/surveillance and monitoring programs</li> <li>• Liaises with landowners and coordinates with contractor crews for the management of multi-jurisdictional invasive plant sites</li> <li>• Supports field crews, conducts inventory, surveys, and mapping of invasive plants</li> <li>• Helps with other projects as needed</li> </ul>

MANDATORY REQUIREMENTS:

Candidate must:

- Have a valid Class 5 or 7 Driver’s License (drivers abstract will be requested)
- Have access to and use of a reliable vehicle and is willing to drive to and from worksites located across Fraser Valley, with occasional visits to Metro Vancouver. Adequate ICBC insurance coverage for the position is required (specific amount to be discussed).

- Be willing to obtain a police information check with “vulnerable sector” (required for working with members of the public, including children)
- Have current Occupational First Aid Level 1, 2, or 3 or able to achieve certification within 2 months of starting work
- Be willing to obtain a current Assistant Pesticide Applicator’s Certificate for Industrial Vegetation and Noxious Weeds
  - This 3-hour online course serves to provide additional background information, and may be necessary in order to support some other invasive species projects.

## QUALIFICATIONS & SKILLS:

The ideal candidate:

- Is positive, energetic, creative and self-motivated; someone who is eager to learn about the world of invasive species and contribute their ideas and put thoughts to action
- Has an interest in, or knowledge of invasive species and environmental conservation issues. Bonus: has plant identification skills and knowledge of local plants.
- Has at least one year of post-secondary education in a related field (eg. education, communications, environmental science or similar) **OR** has equivalent work experience
- Has excellent oral and written communication skills; is comfortable and confident with public speaking and engaging with audiences of all ages in a professional manner
- Has excellent time management and problem-solving skills; ability to organize and prioritize work in order to meet deadlines
- Has to ability to work a flexible schedule that may include occasional weekend/statutory holiday and/or evening work
- Has to ability to work independently in an office, public site, or field environment
- Is willing to work in a diversity of sites for both stewardship events and field support throughout the Lower Mainland
- Is able to complete physical work in various weather conditions, requiring sufficient physical strength, stamina and coordination
- Has experience with social media and an “eye for design” to facilitate content creation

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### HOW TO APPLY

Please submit a short cover letter and your resume in one single PDF file indicating how you meet these qualifications to [info@fviss.ca](mailto:info@fviss.ca)

### DEADLINE

**Open until filled** - Interviews will take place as applications are received.

*Only candidates being considered for this position will be contacted. This position is subject to funding availability. We thank all applicants for their interest and look forward to meeting you!*