

FRASER VALLEY INVASIVE SPECIES SOCIETY

Employment Opportunity



Field Programs Coordinator

- TERM** 1-year term – Start date May 5, 2025 (or earlier based on candidate availability). Anticipated long-term position after the 1-year period for a well-suited candidate, as funding allows.
- SCHEDULE** Avg. 32 hrs/week (May to Oct), Avg. 24 hrs/week (Nov to Apr); Occasional evening/weekend work may be needed based on projects.
- LOCATION** Field work at sites throughout the Fraser Valley. Home office based for computer-work and after field season ends.
- WAGE** \$26.00/hr + 4% accrued vacation, mileage rates, phone, home office use, and seasonal car use reimbursements

BACKGROUND

The Fraser Valley Invasive Species Society (FVISS) is a non-profit organization working to minimize the negative impacts of invasive species in the Fraser Valley. FVISS works with a variety of partners to deliver education and outreach, promote coordination and collaboration, and conduct on-the-ground management work throughout the region. More information can be found on our website: www.fviss.ca.

JOB SUMMARY

Reporting to the Executive Director, the **Field Programs Coordinator** will help complete FVISS in-house field work, including on-the-ground surveying and lake sampling, supporting treatment contractors, monitoring ongoing management efforts, as well as coordinating landowner-targeted reduction programs and supporting other awareness programs. This position will also help collect and track work metrics, ensure data quality, report on work completed, and support other invasive species programs as needed.

The position will be a combination of in-season field work and at-home office computer work, with flexible schedules; field days may be 6-10 hours per day, as project work and weather requires. Occasional evening/weekend work may be needed to support other FVISS programs. The FVISS is a small organization, and our daily tasks can be varied. This position offers an excellent opportunity to network with a variety of partners in the region, develop technical skills, and gain a better understanding of invasive species issues through mentorship from FVISS staff and Board.

TASKS AND RESPONSIBILITIES

Field Work (Summer 75%, Winter 10%)

- Respond to priority invasive species reports, and provide support to land managers,
- Verify invasive species reports and enter data into mapping database,
- Conduct invasive plant surveys and other invasive species surveillance programs, according to project deliverables,
- Assist in post-treatment monitoring or other biocontrol monitoring as needed,
- Liaise with landowners to raise awareness, arrange access or program participation,
- Coordinate various reduction programs and facilitates program participation,
- Installs and removes informational and awareness program signage,
- Maintain and track equipment throughout season, storage and organize off-season,
- Support contractor crews on invasive plant management work as needed,
- Assist with other invasive species projects as needed.

Office Work (Summer 25%, Winter 90%)

- Collect and manage data, ensuring data quality and compliance,
- Respond to public inquiries and requests,
- Provide updates to partners and at meetings throughout the season,
- Assist in year-end reports and summarizing work completed during the season
- Supports other FVISS projects, and other administrative work as needed.

* Work will be mostly office-based during off-season (October to December), with occasional in-person meetings as events and other work tasks require.

MANDATORY REQUIREMENTS

Candidate must:

- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations,
- Have a valid Class 5 Driver's License (drivers abstract will be requested),
- Have a reliable vehicle to use for work purposes, and willingness to drive to and from worksites located across Fraser Valley. Adequate ICBC insurance coverage for the position is required (specific amount to be discussed and reimbursed),
- Be able to work from a home office: phone, internet, and computer required (monthly data use and home office use allowance will be provided),
- Have current OFA Level 1 (or equivalent) or able to achieve within one month,
- Be willing to obtain a current Assistant Pesticide Applicator's Certificate for Industrial Vegetation and Noxious Weeds; This course provides background and legislative context, and may be necessary to support other FVISS and contractor projects. This position will not be responsible for conducting any herbicide treatment work.

QUALIFICATIONS AND SKILLS

The ideal candidate:

- Has education and/or work experience in the Natural Sciences (biology, ecology, conservation, resource management, forestry, etc), or similar fields,
- Knowledge of the BC Weed Control Act, BC Forest and Range Practices Act, Integrated Pest Management Act, and other related regulations would be an asset,
- Is professional, confident, self-motivated, goal-orientated, with excellent time management and problem-solving skills; ability to organize and prioritize work in order to meet deadlines,
- Has good communication skills and is comfortable speaking to partners and members of the public to share program information and coordinate access or arrange program participation,
- Has strong plant identification skills, knowledge of regional invasive plants, and understands how to use additional plant resources (ie. field guides) as needed,
- Understands the important of data quality and maintenance, and is able to follow standardized sampling procedures,
- Able to use technology to collect and organize field data, understanding of mapping/navigation. Familiar with mapping tools (ie. GPS, Google Earth, ArcGIS, QGIS, etc),
- Experience working outdoors in various weather conditions (ie. rain, sun), ability and willingness to carry out strenuous fieldwork and repetitive tasks, including walking, , working around water, and driving long distances,
- Has a demonstrated commitment to safety, can follow to safety protocols and ensure adherence to other required communication and regulations,
- Willingness to work around herbicides and hazardous plants (e.g. giant hogweed),
- Able to work a flexible schedule that may include occasional weekend/statutory holiday and/or evening work.

HOW TO APPLY Please submit a short cover letter and your resume in **one single PDF file** indicating how you meet these qualifications to Kathy Ma Green, FVISS Executive Director <kathy@fviss.ca>. Please include the job title and your name in the attachment name and email subject line.

DEADLINE **March 15, 2025 or until filled** – Interviews will be conducted as applications are received and reviewed.

Your application will undergo an evaluation using an AI detection system. Any applications primarily generated by AI will not be considered.

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!