

Education & Outreach Assistant (Student) - 2 positions available

LOCATION: Field Office located in Whistler
TERM: May 7th – August 24th (37.5 hrs/week)
RATE OF PAY: \$16-\$18/hr

POSITION OVERVIEW: The Sea to Sky Invasive Species Council (SSISC) is a non-profit organization that works to minimize the threat of invasive species in the Sea to Sky Corridor. The Education & Outreach Assistants will assist the Executive Director and Outreach Coordinator in implementing SSISC's Education & Outreach program, the aim of which is to raise awareness about invasive species, their impacts and management strategies.

DESCRIPTION OF DUTIES: The Education & Outreach Assistants will assist the Outreach Coordinator with various aspects of organizing and delivering SSISC's Education & Outreach Program. Tasks may include: attending outreach events and providing information to event attendees, writing press releases, preparing content for e-newsletters, updating SSISC's website, posting to social media, designing and writing content for new outreach resources (e.g. factsheets, how to videos, posters), documenting program delivery for funders (taking photo and video), managing SSISC's photo library, booking meeting space, advertising, phoning potential program participants and ordering printing.

ELIGIBILITY: These positions are contingent on funding from a number of sources. Therefore, to qualify for this position, individuals must be eligible to participate in the Canada Summer Jobs initiative and ECO Canada's Co-Op Program, and:

- Be between 15 and 30 years of age at the start of the employment;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Must be studying in the areas of Science, Technology, Engineering or Math (STEM)
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 6 (foreign students are not eligible); and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

REQUIREMENTS: The ideal candidates will:

- Have some knowledge of invasive plant identification and management;
- Be creative, have experience with social media, basic graphic design and photo/video editing;
- Have experience with Adobe Creative Cloud / Suite programs;
- Know their way around all MS Office programs, particularly MS Word, PowerPoint & Publisher;
- Have exceptional interpersonal and communication skills;
- Be super organised, have well-developed clerical and admin skills;
- Be thorough and have good attention to detail;
- Be a self-motivated individual able to work with minimal supervision;
- Be able to work irregular hours including some weekends, holidays and evenings;
- Have a valid BC driver's license, access to a reliable vehicle and be willing to drive to locations throughout the corridor.

Preference may be given to applicants with experience in education, media and communications, graphic design, creative writing, biology/ecology, non-profit work, marketing, or applicants who are residents of the Sea to Sky Corridor.

PLEASE SEND RESUME & COVER LETTER explaining HOW you meet the requirements, as one single PDF file TO:

Clare Greenberg, Executive Director - ssinvasives@gmail.com

ONLY CANDIDATES BEING CONSIDERED FOR POSITIONS WILL BE CONTACTED.

POSITIONS ARE SUBJECT TO FUNDING AVAILABILITY.

APPLICATIONS ACCEPTED UNTIL FEB 20th