

Education & Outreach Coordinator

Permanent, Year-round position

- Full-time: 37.5 hrs/week (mid March – mid Nov)
- Part-time: 15 hrs/week (mid Nov – mid March)

LOCATION: Field Office located in Whistler / Work from home

START DATE: May 7th 2018

RATE OF PAY: Dependent on skills and experience

POSITION OVERVIEW

The Education & Outreach Coordinator will coordinate, develop and deliver SSISC's various Education and Outreach programs in the Sea to Sky region. He/she will work to increase awareness in the region about invasive species, impacts and management strategies. Reporting to the Executive Director, the Education & Outreach Coordinator will be responsible for:

- 1) **Managing all aspects of SSISC's existing Education and Outreach Programs, components of which will include:** SSISC's Invasive-free Certification Program for Landscaping, Horticulture and Earthmoving companies; SSISC's Yellow Flag Iris Patrol Ecotourism Provider training; Municipal Staff Training; Educator Content Program; Community Weed Pulls; Outreach booths at Farmer's markets and events; Plantwise / Grow Me Instead Program; 'Clean, Drain, Dry' Aquatic Hitchhikers Program; 'Play Clean Go' Outdoor recreation program; 'Don't Let It Loose' Be a responsible pet owner program; 'Alienbusters' & 'Knot On My Property' program; e-Newsletters; Website, News Media & Social Media.
- 2) **Development and delivery of new education and outreach programs**
- 3) **Development, design and publishing of new resources, including:** Signage; Fact sheets; YouTube How to Videos; I Spy in the Sea To Sky Calendar.
- 4) **Supervision of and allocation of tasks to Outreach Team (1 Lead Hand and 2 students)**

SSISC Field Crew Team Members may be scheduled by the Executive Director to provide additional support and assistance, as required, to the Education & Outreach Coordinator for program delivery.

DESCRIPTION OF DUTIES

- Coordinate and deliver existing education & outreach programs. Tasks include coordination, planning, logistics, managing program budgets, soliciting program participation, providing training and workshops, setting up and attending outreach booths at local events, maintaining outreach kit & equipment, ordering print resources and equipment, developing new program content and improving existing program content, writing articles and press releases for local news media, posting to social media streams and maintaining SSISC's website.
- Develop and deliver new education programs & resources: including program planning, logistics & coordination, design and publishing of new resources.
- Communicate and collaborate with stakeholders, funding partners, program participants and community members
- Prepare reports
- Other duties as required

REQUIREMENTS

- Exceptional interpersonal and communication skills
- Well-developed clerical and organizational skills
- Detail-oriented and committed to meeting deadlines
- Self-motivated and able to work with minimal supervision
- Experience with invasive plant identification and management
- Creativity, experience with social media, and be able to design ads and graphics and edit photos
- Computer-literate and proficient in all MS Office programs (Word, Excel, PowerPoint, Publisher)
- Local knowledge of the Sea to Sky Corridor
- Ability to work comfortably and effectively with the public
- Must be able to work irregular hours including some weekends, holidays and evenings
- Must have a valid BC driver's license, access to a reliable vehicle and willingness to drive to locations throughout the corridor

Preference may be given to applicants with experience and/or qualifications 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.

POSITION SUBJECT TO FUNDING AVAILABILITY.

APPLICATIONS ACCEPTED UNTIL APRIL 12th