

Northwest Invasive Plant Council

EXPRESSION OF INTEREST

First Nations Partnership Coordinator and Program Assistant

Location/Area: BC's Northwest (see attached map)

This position is a part-time, contract position with a non-profit organization and dependent on funding.

Overview

The majority of work occurs between April 1 and September 30, with a total estimated 700 hours. Our preference is for you to be an independent contractor or you are employed with the option to take on this part-time contract through your place of employment (your employer would hold the contract). You must have on-going access to current Microsoft applications and high speed internet. You will have a reliable vehicle and are willing to travel, as requested. The ability to work remotely from existing place of employment or home office is required. You will be responsible for managing your time and costs as outlined in a General Services Agreement. The position reports to the NWIPC Program Manager.

Approximately 70% of your role is dedicated to developing partnerships with First Nation communities for Invasive Plant Management (IPM) with an emphasis on building capacity for on-going IPM work. The other 30% is for education, awareness and outreach activities.

The successful candidate will have a good understanding of Aboriginal culture as it relates to negotiating agreements and working with Aboriginal individuals.

NWIPC encourages persons of Aboriginal descent, who meet the minimum qualifications and experience, to consider this opportunity.

First Nations Partnership Development (70%)

1. Act as a liaison between NWIPC, its invasive plant management contractors, and First Nation communities
2. Maintain and enhance existing, and develop new First Nation Partnerships for Invasive Plant Management for on-reserve and off-reserve lands, to include:
 - identifying opportunities and developing partnerships
 - setting up meetings between First Nation bands and NWIPC
 - assisting with First Nation contract development; writing agreements
 - setting up invasive plant management training sessions for First Nations
 - attending provincial meetings as NWIPC representative; specifically, initiatives relating to aboriginal involvement in IPM
 - Maintains a current list of applicable First Nation contacts
3. Work with NWIPC Board of Directors, NWIPC Program Manager, NWIPC Field Operations Coordinator, and the Ministry of Forests, Lands & Resource Operations Invasive Plant Specialist to articulate and document IPM issues and help coordinate on-the-ground solutions

4. Prepare reports – as requested, and final report for Annual General Meeting and inclusion in NWIPC Annual Report.

Education and Outreach activities (30%)

- Identify opportunities and conduct activities that provide IP education and awareness
 - Deliver education and awareness events with assistance from other NWIPC contract staff, volunteers, members and partners
 - Participate at NWIPC displays at tradeshows, farmer markets, plant sales, Community Weed Pulls
 - Deliver presentations to potential and existing partners (not limited to First Nations), etc.
- Any other reasonable requests by the Program Manager

Minimum qualifications

- High school diploma
- Class 5, BC Drivers License
- Proficient in computer office applications (Word, Excel, PowerPoint)
- Must have a good understanding of Aboriginal culture as it relates to negotiating agreements and working with Aboriginal individuals
- Familiarity with the use of social media

Preferred qualifications

In addition to the above:

- Background in natural resources and/or environmental studies
- Experience using social media
- Experience with presenting to individuals and groups
- Certified Pesticide Applicator or Pesticide Applicator Assistant
- Experience researching for funding and grants, including proposal writing

Personal Attributes

You must be able to work with minimal supervision, manage a varying workload, prioritize activities and meet established timelines. You will be responsive to communications (email, phone calls) in a timely fashion. You are collaborative, willing to accept and make suggestions, and consider yourself a valued team member. NWIPC is looking for someone who will commit to a minimum of three years on a part time, yearly renewable contract, dependent on performance evaluation and funding.

Compensation for this position is dependent on funding and experience.

Please express interest, including expected hourly rate, by submitting a cover letter and resume to: Northwest Invasive Plant Council, c/o Penni Adams, NWIPC Program Manager, manager@nwipc.org.

Only electronic submissions will be accepted.

Additional information

The position requires travel and some outdoor work, predominantly in the months of May through August. As a contractor, you will be required to have:

- A work office or home office with computer, printer/scanner, and hi-speed internet
- A cell phone
- GPS unit (for finding and recording field sites, if required)
- Vehicle, in good working order
- Personal Protective Equipment, as required
- Commercial general liability insurance not less than \$1,000,000 either through your place of employment or as required for an independent contractor
- Automobile insurance in an amount not less than \$1,000,000

