



NORTHWEST INVASIVE PLANT COUNCIL

Education Program Assistant

Term: Starting June 15, 2024 or as soon as possible, ending August 30 with some weekend work through September 30, 2024. There is a possibility of extension of the contract dependent on satisfactory performance and funding availability.

General description: The position is suitable for a dynamic, outgoing individual who has an ethic of care for BC's preserving ecosystems in BC's northwest. This independent, contracted position requires you have a home office and a sound vehicle. You will represent the NWIPC and speak to its programs at locations such as Farmer's markets, events and fairs. Existing knowledge of invasive plants is not a requirement but is a benefit. Training on invasive plants and various invasive plant education programs will be provided.

Compensation: \$22.50/hr to a maximum of \$14,000 including travel and cell phone allowance

Hours: variable, 15-30 hours per week

Location: We prefer you be located in the Smithers or Prince George regions

Overview

The Outreach Program Assistant will assist the organization with invasive species prevention programs through education and outreach activities. The Program Assistant will report to the NWIPC Executive Director and liaise with the Field Operations Coordinator, as necessary.

Working Conditions

- You must be comfortable working on a self-employment contract.
- Willing and able to work flexible hours (weekends and evenings) in variable weather conditions
- Must have reliable internet access and bandwidth with video capable of handling virtual meetings/events via Zoom using the NWIPC Zoom account
- Must have a vehicle that can carry a large booth/tent (6 1/2 feet long) along with tent weights and small storage boxes e.g., mid-size utility vehicle with hatch back

Job duties may include:

- Accessing and scheduling events e.g., scheduling attendance at Farmer's Markets
- Hosting educational display booth at events, such as community festivals, school field trips, boat launches, farmers markets, garden centers, etc.
- Maintain a log of activities
- Assisting with website updates, newsletters, and social media posts
- Preparing and posting social media communications, as directed
- Responding to requests for information or forwarding requests to the appropriate NWIPC
- Maintaining the NWIPC inventory of print materials and swag



- Assisting with coordination and delivery of virtual and in-person events such as workshops, community weed pulls and youth field trips

Eligibility:

You must be comfortable working on a self-employment contract.

- Post secondary student or independent contractor
- Must be legally entitled to work in Canada
- Successful completion of a criminal record check
- Valid Level 1 Occupational First Aid or willing to complete course
- Valid B.C. driver's license, with a Clean Driving record (3 year abstract and claims history required)
- Prefer a candidate who has post-secondary natural resources/environmental education or has worked in the field of natural resources or the environment; experiential learning is considered

Other Requirements

- Positive, energetic team player who is self-motivated and comfortable working unsupervised
- Passion for, and preferably some background in, environmental conservation and knowledge of invasive species
- Excellent oral and written communication and social media skills
- Ability to engage effectively with members of the public
- Experience working with youth and/or community groups
- Ability to log activity type with hours, kilometers, expenses, etc.

Submit your cover letter and resumé to: manager@nwipc.org.