

The Okanagan and Similkameen Invasive Species Society (OASISS) is a non-profit organization with a diverse membership that represents different agencies, ministries, conservation organizations and natural resource companies within the Okanagan-Similkameen. The society and its members are dedicated to working together to prevent, monitor and control the spread of invasive species in our region. OASISS is currently seeking an enthusiastic, self-motivated, articulate and organized individual to join our team in the NEW position of **Education Program Coordinator**.

Term: Full time, June 1 - October 15, 2019 (potential for position to become a permanent seasonal job)

Base location: Penticton

Wage: \$18 - 22 per hour (depending on experience)

TASKS AND RESPONSIBILITIES:

- Host educational display booth, deliver education programs and distribute resources to members of the public at events, such as community festivals, school programs, boat launches, farmers markets and garden centers;
- Assist with preparation and delivery of workshops/training sessions to landscapers, horticulturalists and others;
- Assist with website updates, articles, press releases and social media posts;
- Develop, update and distribute invasive species outreach tools; and
- Provide landowners with information on invasive plant identification and best management practices.

QUALIFICATIONS - the successful candidate must demonstrate, at minimum, the following:

- Knowledge of or experience with local invasive species;
- Demonstrated ability to be comfortable speaking publicly;
- Demonstrated ability to engage positively with the public;
- Demonstrated ability of strong writing skills; and
- Experience with social media.
- NOTE: a background in Education would be considered an asset

REQUIREMENTS:

- Willingness to work in a diversity of sites throughout the Okanagan-Similkameen region.
- Must provide own work space based from your own 'home office';
- Must be able to access, assimilate and organize information from emails, digital files (Excel, Word, PPT, PDFs, Publisher, shared files), maps, literature and discussions on a daily basis to complete all tasks competently;
- Must be able to work independently and maintain own work schedule;
- Must have a reliable vehicle— compensation for mileage will be provided at the current government rate (log book required) based on a pre-determined marshalling point within the RDOS;
- Required to work a flexible 40-hour work week (will include some weekends and evening work); and
- Must provide your own computer, and cell phone (stipend provided).

HOW TO APPLY:

- Submit a cover letter (optional) and resume (mandatory) in one single document. **Please ensure this document clearly shows how you meet the qualifications and requirements.**
- Only applicants who have been selected for the interview process will be contacted.
- Applications will be accepted until **5:00 PM Friday, May 10, 2019.**

Submit Applications to:

Lisa Scott, OASISS Executive Director

Email: oasissemploy@gmail.com

Subject line should state: **"EO – Education Program Coordinator"**