

## JOB POSTING

### OPERATIONS COORDINATOR

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**Location:** Home-based office within the Regional District of Okanagan-Similkameen

**Duration:** Full-time April – November, flexible hours December - March

**Wage:** Based on experience and qualifications

**Start Date:** April 2021

**About Us.** The Okanagan and Similkameen Invasive Species Society (OASISS) is dedicated to protecting our communities and the natural environment from the threat of invasive species. We pride ourselves on our flexible and friendly working environment. We also feel strongly about:

- Creating a collaborative team environment
- Supporting and using emergent technologies
- Open communication
- Providing opportunities for personal development

#### Job Description

Are you passionate about a healthy environment? Are you experienced in team leadership? OASISS is looking for a highly motivated individual for our Operations Coordinator. This individual will manage the terrestrial field program including inventory, monitoring, mapping and reporting. The ideal candidate will have strong administration and communication skills; experience coordinating field programs and managing staff; ability to work independently at a home office and in the field; and general knowledge of the region and invasive species programs in BC.

#### Specific Responsibilities

- Development of operational work plans for invasive plant management for staff and contractors
- Training, coordination and supervision of operational field staff and contractors
- Conduct invasive plant inventories, biocontrol surveys and monitoring
- Monitor field activities to ensure safety procedures, legislated Pest Management Plans and agency requirements are followed
- Regular communication with members of the Planning Committee on field operations and special project development and implementation
- Collaborate with multiple partners including land managers, land owners and government agencies
- Develop and maintain the digital data collection program and mapping files
- Ensure data integrity and timely uploading of all data into the Province of BC's Invasive Alien Plant Program database according to required schedule
- Prepare all partner Summary Reports
- Develop educational materials and deliver programs
- Assist with media releases and public communications
- Various other duties identified by the OASISS Executive Director or Board of Directors

## Required Qualifications & Skills

- Graduated from a recognized post-secondary institution with a 2-year diploma or 4-year degree in a field of study related to natural resources
- Eligible to become or a member in good standing of the BC Institute of Agrology or College of Applied Biology or Association of BC Forest Professionals
- Current BC Pesticide Applicator Certification (Industrial Vegetation Management and Noxious Weeds) at time of applying or achieving certification within one month of starting work
- Current OFA Level 1 or achieving certification within 2 months of starting work
- Valid Class 5 Drivers License and willing to provide drivers abstract
- Use of a reliable personal vehicle with 4x4 or AWD capability with high clearance
- Ability to work from a home office (computer/printer/internet)
- Team leadership experience
- Experience preparing technical summary reports
- Strong commitment to and knowledge of safety standards
- Excellent oral and written communication and interpersonal skills
- Attention to detail and superior organizational skills
- Strong relationship building

## Desired Skills

- Local knowledge from previous experience working or living in the area is an asset but not required
- Plant identification skills or knowledge of local native or invasive plants in the area
- Working knowledge of ArcMap or GISPro
- Experience in project management including budgeting

## Submission Process

To apply, please email your resume and cover letter as a single document to [oasissemploy@gmail.com](mailto:oasissemploy@gmail.com) with "Operations Coordinator" as the subject line. **Deadline Friday March 12 at 5:00 PM.** Only those selected for interviews will be contacted.

Please address any questions to Lisa Scott, Executive Director, at [oasiss@shaw.ca](mailto:oasiss@shaw.ca)