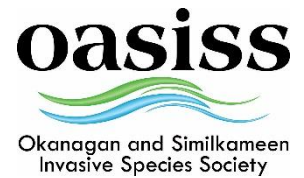


Communications and Program Assistant



EMPLOYMENT OPPORTUNITY – Full time, seasonal

Who We Are

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. We are committed to attracting, engaging, and developing a diverse and inclusive workplace. OASISS is currently seeking an enthusiastic and organized individual to join our team in the position of **Communications and Program Assistant**. This position may become permanent with the potential for year-round work.

Term: April – August, potential for extension

Base location: Home office, located anywhere in the Regional District of Okanagan-Similkameen (RDOS)

Wage: \$22 - 25/hour, based on experience

Schedule: Flexible 40-hour work week, typically Mon-Fri but will include some evenings and weekend work.

Job Description

Do you love biology or nature? Are you excited about engaging the public on important environmental issues? Do you have experience in communications or outreach? Then this position is for you! We are seeking an enthusiastic, motivated individual to join our team. The position will help enhance our communications to engage the public to take action against the spread of invasive species. The position will be a blend of at-home office work, in-person outreach activities, and field work/assisting OASISS programs where needed within the RDOS.

Responsibilities include:

- Enhancing our online presence through social media, websites and tracking engagements
- Developing educational materials and presentations
- Coordinating communication and outreach activities
- Presenting to diverse audiences including community groups and youth
- Attending community events and setting up information booths
- Performing regular updates to the OASISS website (Wix) and OISO website (WordPress)
- Attending professional development and training initiatives
- Assisting the terrestrial and aquatics teams in the field and/or office
- Providing administrative support to staff

We are a collaborative team, so you will often find yourself helping with other projects or working on something unique!

Desired Competencies

- **Communication:** excellent oral and written communication and interpersonal skills. Ability to express ideas openly and honestly with staff and management. An active listener.
- **Self-Management:** self-directed, motivated, and resourceful Able to work independently and maintain own work schedule. Takes initiatives and can self-manage. Has good attention to detail and superior organizational skills.
- **Digital Proficiency:** proficient in Microsoft Office. Comfortable with learning and using digital tools (for example, social media, website editors, Zoom, and more).
- **Flexible and Inclusive Attitude:** adaptable to change, and able to engage with people from diverse backgrounds. Values and embraces differences.
- **Creative:** innovative problem solver. Open minded and adaptable.

Qualifications and Requirements

- Graduated from (or currently enrolled) in a recognized post-secondary institution in a field of study related to communications / environmental education OR a science / sustainability background with equivalent work experience in communications and outreach
- Must provide own workspace based from your own 'home office'
- Must have a reliable vehicle to visit sites in the Okanagan-Similkameen – compensation for mileage will be provided at the current BC government rate (logbook required) based on a pre-determined marshalling point within the RDOS
- Willing to work in variable environmental conditions
- Provide own computer, cell phone (stipend provided) and personal outdoor work gear, including rainwear and sun protection. Personal protective safety gear will be provided by the employer as required for any specialized tasks
- Valid Standard First Aid for Industry (OFA Level 1 or equivalent) or achieve certification within one month of starting work

HOW TO APPLY

Go to our website oasiss.ca/employment-opportunities and fill out the APPLICATION FORM for the **Communications and Program Assistant** position. You are also required to email your resume and cover letter (one pdf) to employment@oasiss.ca with subject line "Application - Communications and Program Assistant."

Applications will be reviewed as they are received.

We thank all applicants for their interest. However, we will only contact those selected for further consideration.

Deadline for Applications: Open Until Filled

OASISS is committed to fostering a diverse and inclusive workplace. We are an equal opportunity employer and embrace all aspects of equity, diversity, and inclusion (EDI) in our hiring practices. We encourage candidates from all backgrounds to apply and will provide reasonable accommodations to ensure an accessible application process.