



Employment Opportunity

2021

The Lillooet Regional Invasive Species Society is a not for profit whose mission is to manage the environmental, economic and social effects of invasive species in the Lillooet region within the St'át'imc Traditional territory, Squamish Lillooet Regional District Areas A & B. Our organization consists of a Board of Directors and an Executive Director. LRISS is seeking people that are organized, articulate, self-motivated and enthusiastic to join our team!

Assistant to the Executive Director

Term: June 1 – September 10, 2021 (could extend if funding allows)

Base Location: Lillooet

LRISS Wage: \$25-28/hour

Closing: May 17, 2021, 4pm

Work Tasks & Responsibilities:

Assist the Executive Director with program tasks & duties that can include the following:

- Assist with the organization of crews including on-boarding, scheduling, daily equipment needs & safety administration (forms).
- Supervision of crews in the office and field environment.
- Assist with the outreach program including social media posting, website updates, events (if applicable) and resource development/delivery.
- Liaise between ED & community groups on projects as needed.
- Data management and entry.
- Report writing.

Criteria for Position

Please indicate eligibility for any Youth related wage subsidy. Youth is defined as anyone between the ages of 15 and 30.

Requirements for all positions:

- Must be available to complete the full work term.
- Must be available for weekend work.
- Must provide own workspace; employee will work and is based from their own "home office";

- Must be able to access, use and organize information from emails, digital files (Excel, Word, Powerpoint, PDF's, for example), maps literature and discussions on a daily basis to complete all tasks competently.
- Must be able to work independently and maintain own work schedule.
- Required to work a flexible 32 hour work week for the full term of the work. Weekend work may be required to prepare for crews or supervise project work.
- Must provide their own computer & personal outdoor work gear (work boots, rain gear and sun protection).

Preference for a combination of the following skills:

- Excellent written and oral communication skills.
- Experience supervising people especially working with youth.
- Experience with social media and web content development.
- Experience working in remote locations and around water.
- Experience with or knowledge of invasive species.
- Ability to travel and work in variable environmental conditions.
- A valid BC Driver's license and reliable vehicle for work purposes. Compensation for mileage will be provided based on a pre-determined marshalling point (log book required).

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 mandatory requirements.
- **Email your document to info@Lriss.ca by May 17, 2021 at 4pm.**
- Only applicants who have been selected for the interview process will be contacted.
- Interviews will take place in May.

Submit applications to:

Jacque Rasmussen, LRISS Executive Director

info@Lriss.ca

Subject line should read: "Application for LRISS Employment"

These positions are available thanks to the financial support from the Canada Summer Jobs Program, Squamish Lillooet Regional District, Government of Canada, the Habitat Conservation Trust Fund and the Province of BC.