



# Lillooet Regional Invasive Species Society

## Job Posting

# Outreach & Education Coordinator

### What we are looking for:

LRISS is looking for a part-time, seasonal Outreach and Education Coordinator to lead our program. We are a not-for profit whose mission is to manage the environmental, social and economic effects of invasive species. LRISS is looking for someone with experience and expertise in outreach, marketing and communications. Education and experience in communications or the natural resources field is preferred. The candidate will be a good communicator, organized, & reliable. Work starts in June until the fall and includes weekend work at outreach events. LRISS needs someone who can work between 2 and 4 days a week depending on available funding.

### Work Activities:

- Coordinate the outreach & education including work plan, budgeting and scheduling. The LRISS outreach plan will guide activities.
- Participation in community events.
- Acquisition of resources including equipment and outreach supplies.
- Preparation of presentations, reports, & funding applications.
- Field work to build knowledge of regional invasives and assist with field program.
- Managing all social media, and website maintenance.
- Delivery of articles and newsletter.

### Optimal Skills & Competencies:

- Education background in communications or natural resources.
- Invasive species knowledge.
- Experience with environmental outreach and education.
- Experienced communicator: Forming partnerships, team approach, social media, email, reports & funding applications.
- Project management & budgeting.

### Other Desired Assets:

- Valid DL & own transportation.

**Please submit all resumes and references to:**  
**Dr. Sue Senger, LRISS Chair**  
**[lrinvasives@gmail.com](mailto:lrinvasives@gmail.com)**  
**Deadline: May 19, 2017**