

Invasive Plant Program Coordinator



EMPLOYMENT OPPORTUNITY – Full-time

Who We Are

The Okanagan and Similkameen Invasive Species Society (OASISS) is a non-profit organization with a diverse membership. We have representation from different agencies, ministries, conservation organizations and natural resource companies within the Okanagan and Similkameen valleys. OASISS is dedicated to working together with partners to prevent, monitor and control the spread of invasive species in our region. OASISS is currently seeking an experienced, enthusiastic and organized individual to join our team in the position of **Invasive Plant Program Coordinator**. This position may become permanent with the potential for year-round work.

Term: Full-time, April - October

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

Hours: 40 per week

Wage: \$26 - 28/hour, based on experience

Work Tasks and Responsibilities

- Supervise, train and coordinate up to four technicians
- Conduct invasive plant inventories, treatments, biocontrol surveys and monitoring
- Assist with the development of operational work plans
- Assist with data management, data integrity and entry into InvasivesBC
- Prepare summary reports and memos
- Lead bi-weekly safety meetings and ensure compliance with legislation, safety protocols and policies
- Liaise and coordinate with partners and contractors as required
- Provide regular updates to supervisor and/or partnering organizations
- Various other duties as assigned by the OASISS Executive Director and Field Operations Manager

Job Requirements

- Available to complete the full work term
- Minimum one year/season of supervisory experience
- Graduated from a recognized post-secondary institution with a 2-year diploma or 4-year degree
- Valid class 5 BC Driver's License
- Valid Basic First Aid certificate or willing to achieve certification within one month of starting work
- Current BC Pesticide Applicator Certification (Industrial Vegetation Management and Noxious Weeds) at time of applying or willing to achieve certification within one month of starting work
- Eligible to become or already a member in good standing of the BC Institute of Agrology or College of Applied Biology or other relevant professional governing body
- Able to assimilate and organize information from emails, digital files, maps, literature and discussions to competently complete tasks
- Provide own computer, cell phone (stipend provided) and personal outdoor work gear, including sturdy work boots, rainwear and sun protection. Personal protective safety gear will be provided by the employer as required for any specialized tasks.
- Provide own workspace; each employee works and is based from their own 'home office'
- Willing to work in variable environmental conditions

Strong preference for a combination of the following skills and experience

- Plant identification skills or knowledge of local native or invasive plants in the area
- Experience with ArcGIS Field Maps, data collection or management
- Experience working with herbicides
- Experience preparing technical summary reports
- Strong commitment and knowledge of safety standards
- Strong communication and interpersonal skills
- Problem solving skills
- Strong attention to detail
- Effective time management skills

HOW TO APPLY

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

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.