

Outreach Assistant

JOB POSTING

Seasonal co-op position for Winter 2018.

Period: 16 weeks flexible start and end date between January and May 2018.

37.5 hrs/week

Salary: \$14/hr
Expense Reimbursement: \$0.54/km for work-related vehicle use (does not include commuting to or from office)

Reporting Lines:

This position reports to the Executive Director (ED).

Duties:

The Outreach Assistant is expected to perform the following functions under the supervision of the Executive Director (ED):

1. Assist with the creation of communication pieces such newsletters and social media posts
2. Assist with various administrative duties as they arise
3. With the Wildlife Education Director, assist in the hosting of educational displays at community outreach events, fundraising events and other promotional events
4. Assist Wildlife Education Director delivering education and stewardship programs in classrooms and out in regional parks
5. Assist with the research and preparation of funding proposals to corporations, foundations, individuals and special interest groups for financial support

Hiring Requirements:

This position is only available thanks to funding from ECO Canada's CO-OP Program. The program has specifications for our hiring process. All applicants MUST be in compliance with all of the following. Any applicants who do not match ALL of the following will not be considered:

- Student must receive approval from ECO Canada before applicant can be hired. You can apply for preapproval at <https://www.eco.ca/swilp/studentquiz.aspx>
- Currently enrolled in a Canadian post-secondary institution in an environmental program studying in the areas of Science, Technology, Engineering or Math (STEM);
- 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;

Job Requirements:

- Must be fluent in English, both spoken and written;
- Knowledge about North American wildlife and passion for conservation

Assets:

- Basic computer skills (Microsoft Office, Excel, Internet browsing) required but advanced skills would be ideal, such as desktop publishing (InDesign, Photoshop, etc), knowledge of Wordpress, and email distribution programs like MailChimp;
- Special events or public speaking experience desired;
- Independent self-starter

Work Locations:

Office location: 1190 Melville St., Vancouver

Please submit application (cover letter and resume in a single file) by email to Kristine Krynitzki at execdirector@northwestwildlife.com by Friday **December 15, 2017**.

Please provide the following information with cover letter:

- 1) Your eligibility for this position (must comply with job requirements)
- 2) Your related experience, education and/or skills
- 3) Why you want to work at Northwest Wildlife Preservation Society

Thank you for your interest in working with NWPS.