

## *Outreach Assistant*

### ***JOB POSTING***

Full-time temporary student job for Summer 2018.

Period: 8 weeks flexible hours and start and end date between May and Oct 2018.

30 hrs/week

Salary: \$12.65/hr  
Expense Reimbursement: \$0.55/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 Canada Summer Jobs 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:

- Be between 15 and 30 years of age on the start date of the employment;
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations;

#### **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

Indigenous, new immigrant/refugee and visible minority students and students with disabilities are encouraged to apply.

**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](mailto:execdirector@northwestwildlife.com) by **Wednesday May 2, 2018**.

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.