



Wetlands Education Program Internship – Summer 2018

The BC Wildlife Federation's Wetlands Education Program is looking for a 3.5 month Wetlands Education Program Intern. The Wetlands Education Program (WEP) was created in 1996 to deliver quality wetland education that builds the capacity of individuals and groups to assess their wetlands, and, using this new knowledge, increase community health. This competitive internship opportunity provides hands-on experience for individuals who are interested in a career in environmental education and/or conservation. As a WEP intern, you will have the unique opportunity to get involved in rewarding conservation and stewardship workshops throughout BC!

Job Description

The Wetlands Intern will work closely with the Wetlands Manager, Coordinator and Assistant and will be involved in all aspects of planning, delivery and budgeting of the programs. This includes some travel in BC to deliver programs. Experience gained in this position is valuable to future work in environmental education and project positions. Due to the nature of the work, the intern will be able to network with lead professionals who work among various levels of government and non-government organizations.

Duties and Responsibilities Will Include:

- All aspects of project delivery and planning (e.g., budgeting, delivery of projects, report writing, preparation of materials, etc.).
- Communicating with stakeholder groups (i.e., municipal/regional planners, non-government and government agencies) to help design workshops.
- Identifying and securing guest speakers for workshop components. Designing and finalizing workshop agendas.
- Administrative duties including maintaining program files and correspondence, participating in preparation of reports.
- Represent BCWF Wetlands Program at interactive booths.
- Other duties related to the Wetlands Program or BC Wildlife Federation's other programs as required. Other duties may include: grant writing, procurement of materials, volunteer coordination, design of outreach materials or learning modules.

Major Program Projects (attendance for the full duration of every event may be required)

- Nanaimo – Wetlandkeepers | May 4-6, 2018
- Peachland - Map our Marshes Workshop | May 6, 2018
- Salmo - Map our Marshes Workshop | May 10, 2018
- Kamloops - Map our Marshes Workshop | Date Forthcoming
- Vancouver – Wetlandkeepers | May 25-27, 2018
- Mackenzie – Wetlandkeepers | July 20-22, 2018
- Moberly Lake - Wetlandkeepers | Date Forthcoming

Qualifications

- Must be a student 15-30 years of age currently enrolled in a post-secondary education program with the intention of returning in September 2018.
- Must be a Canadian citizen, permanent resident, or person whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and eligible to work in BC.
- Must have proficiency working in a Windows/Microsoft environment, including Word, Excel, Outlook, PowerPoint, and Adobe Acrobat.

Knowledge, Skills and Abilities:

- Strong personal alignment with BCWF's mission, goals and values (applicants are strongly encouraged to review our website for further details on these topics).
- Must have excellent written and verbal communication skills, including a professional demeanor and a positive attitude.
- Must be extremely well organized, analytical, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Must be a self-starter, capable of working well independently as well as within a dynamic, multi-faceted team environment.
- Must be able to keep strict confidentiality and sign an oath of confidentiality.
- Must be capable of lifting objects of up to 40lbs; with no physical or health limitations.
- Must be willing to work evenings, weekends and extended hours, where necessary, to accommodate activities and events of the Federation.

- Must be comfortable working outdoors in natural spaces, occasionally in adverse weather conditions for program delivery (e.g., camping, hiking, etc.).

Required license or certification:

- Driver's Licence

Additional assets:

- Good knowledge of water policy regarding conservation, protection laws, and regulations.
- Experience researching and writing reports and managing budgets.
- Experience designing and conducting surveys.
- Creative and able to produce aesthetic printed and electronic communications material.
- Interest in volunteer coordination.

Position Terms: This full-time, temporary position is based at the BCWF office in Surrey (101-9706 188th St), conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby. The position will require travel throughout the province as noted above.

Compensation: \$15/hour @ 40 hours/week (note: some weeks may require more time than others – weekend work is occasionally required).

Start date: April 30th, 2018

End date: August 4th, 2018

Deadline for applications: April 6th, 2018

To apply, please send single word or pdf file combined cover letter and resume to:

wetlands@bcwf.bc.ca

For more information, you may contact:

Neil W. Fletcher, M.R.M.

Wetlands Education Program Manager, BC Wildlife Federation

T: 604.882.9988 ext 232 | M: 604.970.9707 | wetlands@bcwf.bc.ca

We kindly ask that applications be sent by email only (no fax or mail applications please). Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

We sincerely thank all applicants for their interest in the BC Wildlife Federation. For other career opportunities, please visit our website - www.bcfwf.bc.ca