

**Job Title:** Invasive Plant Outreach Liaison  
**Application Deadline:** June 3<sup>rd</sup> 2018 at 11:59 pm  
**Potential Start Date:** June 18, 2018  
**Potential End Date:** August 10, 2018  
**Hours:** 30 hours per week (contract)  
**Location:** Peterborough, ON  
**Rate of Pay:** \$14.00  
**Number of Positions:** 1

The **Ontario Invasive Plant Council (OIPC)**, a non-profit organization located in Peterborough, is currently searching for a hard-working, motivated individual to assist with leading key invasive plant projects and duties set out by the OIPC. This position will require some knowledge and understanding of invasive plant species prevention, control and management. It will require excellent communications and interpersonal skills working with the OIPC representatives, Board and network, members of the public, volunteers and community groups to collaborate, educate and engage their participation in prevention activities. Funding for this position is provided through the Canada Summer Jobs program.

### **Education Requirements:**

- » College or university education in biology, wildlife technician/technologist, environmental science, forestry, agriculture or equivalent work-related experience in the relevant fields; and
- » A minimum of one year of environmental science/wildlife technician/technologist experience would be an asset.
- » Current student, returning for full time study in Fall semester

### **Required Skills and Experience:**

- » Essential computer and data base management skills (MS Office);
- » Written and oral communication skills;
- » Public speaking;
- » Interpersonal skills;
- » Project and meeting management skills;
- » Organizational and multi-tasking skills;
- » Time management skills;
- » Problem solving skills; and
- » Ability to work independently when needed.

### **Specific Duties and Responsibilities:**

- » Support OIPC staff in administrative duties including those related to workshop and event coordination, document/resource development, and related file management.
- » Maintain up to date OIPC membership database file.
- » Maintain the OIPC Photo Resource database.
- » Liaison with community groups and organizations including tourism associations, lake and cottage associations, Indigenous Peoples, conservation clubs, and municipalities to assist in the development of OIPC initiatives;
- » Deliver presentations to various community organizations and volunteers;
- » Participate in and coordinate community groups in stewardship and monitoring activities, such as invasive Phragmites monitoring and mapping;
- » Assist with the implementation of the Early Detection and Rapid Response Network Ontario program;
- » Assist with the implementation of the Ontario Phragmites Working Group (committee of the OIPC) education and communications strategy;
- » Develop educational materials on invasive plants and/or contribute to articles for local newspapers and newsletters;

- » Work with researchers in the field of invasive plant science to gather stories, videos and images of invasive plant management to generate awareness through social media campaigns;
- » Research and assist in the revisions of invasive plant best management practices documents;
- » Assist in planning of invasive plant workshops and events, including the OIPC's Annual General Meeting and Conference;
- » Assist with implementing deliverables of the OIPC's committees;
- » Respond to requests for information from the public, agencies, and non-governmental organizations;
- » Attend trade shows, transport and set up of display and associated equipment/materials, staff the "Invasive Plant" display, answer the public's questions and distribute literature, collect workshop registrations, and sell OIPC memberships

### **Other Requirements:**

- » Valid driver's license (Class G);
- » Valid police reference check (or ability to obtain);
- » Valid emergency first aid with level A CPR certification
- » Ability to qualify under the Canada Summer Jobs program, including:
- » Be between 15 & 30 years of age at the start of employment;
  - Was registered as a full-time student during preceding academic year
  - Intend to return to school on a full-time basis during next academic year;
  - Is a student in a post-secondary, vocational or technical program;
  - Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred

Candidates are asked to submit an application package in the form of a single PDF document which includes a cover letter and resume, not exceeding 3 pages. Applicants are encouraged to demonstrate how their previous work, volunteer and education experiences position them for success in this position.

### **Attention: Colin Cassin, Ontario Invasive Plant Council Coordinator**

380 Armour Road, Unit 210  
 Peterborough, ON K9H 7L7  
 E-mail: [resumes@oninvasives.ca](mailto:resumes@oninvasives.ca)

**NO TELEPHONE CALLS OR EMAIL INQUIRIES PLEASE**

**The deadline for applications is Sunday June 3 2018 at 11:59pm.**

Only candidates chosen for an interview will be contacted.