

# Job Opportunity: Science Writer and Communications

## CANADIAN COUNCIL ON INVASIVE SPECIES/ONTARIO INVASIVE PLANT COUNCIL

**Location:** This position is remote from anywhere in Ontario with occasional travel within the province.

**Duration:** Full-time, 16-week-contract (with possibility of extension)

**Hours:** 37.5/week

**Rate:** \$18/hour

**Start Date:** The start date for this position is flexible, with a preference for June 12<sup>th</sup>, starting no later than June 30<sup>th</sup>.

### About Us

The Ontario Invasive Plant Council is a not-for profit organization that aims to raise awareness and promote a coordinated response to the growing threat of invasive plants in Ontario through research, networking development, outreach, and education. The OIPC is guided by a Board of Directors comprised of volunteers from federal and provincial government agencies, non-governmental organizations, municipalities, conservation authorities, industry, and various non-governmental organizations. This position is a collaborative initiative between OIPC and the Canadian Council on Invasive Species (CCIS). The CCIS is a national non-profit organization that works with partners across Canada to support actions and share information that can help reduce the threat and impacts of invasive species.

### Job Overview

This position will create and / or aid in creating and presenting new science-based content adding to the OIPC's library of resources, to enable professionals and community members to take action against the threat of invasive plants based on the latest scientific research and includes practical hands-on experience of technical experts. Creating original content for communications, social media, and websites to increase awareness of invasive plants and their impacts.

### Responsibilities and Duties

- Assist in the creation and delivery of new content based on scientific research on invasive Plants.
- Research, writing, facilitating, and coordinating working groups for the collection of practitioner experience and review. Working with external partners and an OIPC team to create professional materials including, but not limited to, Best Management Practices Guides, Technical Guides and Fact sheets.
- Presentation of science-based content to different audiences from children, members of the public and professionals/experts.
- Increase engagement and awareness of Invasive Plants.
- Research, write and produce technical, science-based documents.

- Develop, coordinate, conduct seminars and presentations at meetings, conferences, trade shows and events for audiences ranging from children to adults.
- Update previously published works to reflect the latest legislation and management practices.
- Creating original content for miscellaneous communications, social media, and websites.
- Coordinate communications via email and social media.
- Respond to requests for information.
- Provide administrative support as required.
- Successful candidate will be required to have access to a computer and internet (monthly stipends provided).

## Knowledge and Skills:

- Invasive plant identification and management strategies,
- Excellent communication skills, both written and public speaking.
- Ability to adapt complex scientific information for diverse audiences.
- Strong organization skills and ability to manage multiple tasks and projects while producing high quality results, project management, time management, leadership with peers.
- Strong interpersonal skills, listening and interviewing skills and judgement.
- Strategic, creative problem solver, quick learner, ability to consider a variety of viewpoints.
- Personable, team player, experience working with a small team remotely. A motivated self-starter.
- Ability to productively engage with others at varying levels of seniority within and outside the organization.
- Experience with virtual facilitation.
- Willingness to work evenings as required to deliver or support online workshops.
- Valid driver's license.
- College or university graduate in biology, wildlife technician/technologist, environmental science, forestry, agriculture, or equivalent work-related experience in the relevant field.

## Familiarity with the following considered an asset:

- MSOffice 365 suite, including Teams,
- Experience in Journalism, Creative Writing, Communications, or a related field
- Online meeting/presentation experience Teams, Zoom, Remo etc.
- Constant Contact or another similar digital marketing software,
- WordPress and website maintenance,
- Social Media tools such as Social Media Management software Loomly or similar,

As part of our commitment to promoting equity and diversity in the workplace, the Clean Foundation, CCIS and OIPC provide opportunities for individuals from underrepresented and marginalized communities. We strongly encourage applications from Indigenous peoples, youth living with disabilities, radicalized youth, or youth living in a northern or remote community, and people who self-identify as women.

**This position will be funded in part by the Clean Foundation, to be eligible for this position, a successful candidate will be:**

- Between the ages of 15 and 30 (inclusive) at the start of the internship
- Canadian Citizens, Permanent Residents, or Protected Persons as defined by the Immigration and Refugee Protection Act;
- Not currently in school;
- Legally entitled to work in Canada; and
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

## **Benefits**

- An opportunity to expand skills in the natural resources sector with a nationally recognized non-profit.
- Flexible work hours and ability to work from home.
- Career development training.

**Closing date for applications is May 23rd, 2023; interview to be held the week of May 29<sup>th</sup>.**

Please submit your application by email in the form of a single PDF document including a resume and cover letter to:

Emily Mitchell, OIPC Coordinator, [coordinator@oninvasives.ca](mailto:coordinator@oninvasives.ca)