

### EMPLOYMENT OPPORTUNITY

#### Who We Are

The Okanagan and Similkameen Invasive Species Society (OASISS) is a non-profit organization with a diverse membership that represents different agencies, ministries, conservation organizations and natural resource companies within the Okanagan-Similkameen. The society and its members are dedicated to working together to prevent, monitor and control the spread of invasive species in our region. We are committed to attracting, engaging, and developing a diverse and inclusive workplace. OASISS is currently seeking an enthusiastic and organized individual to join our team in the position of **Communications and Outreach Coordinator!**

**Term:** immediately – November 2022 (position may become permanent)

**Base location:** Anywhere in the Regional District of Okanagan-Similkameen (RDOS)

**Wage:** based on experience and qualifications

**Schedule:** Flexible 40-hour work week, typically Mon-Fri but may occasionally include some evenings and weekend work.

#### Job Description

Do you love biology or nature? Are you excited about engaging the public on important environmental issues? Do you have experience in communications or outreach? Then this position is for you! We are seeking an enthusiastic, motivated individual to join our team. The position will help enhance our communications to engage the public to take action against the spread of invasive species. The position will be a blend of at-home office work and in-person outreach activities, training opportunities and community events within the RDOS.

Responsibilities include:

- Enhancing our online presence through social media, websites and tracking engagements
- Developing educational materials, presentations, newsletters
- Coordinating communication and outreach activities
- Researching innovative communication strategies to reach target audiences
- Planning and hosting a series of educational webinars and workshops
- Presenting to diverse audiences including community groups and youth
- Developing teacher guides, lesson plans and supply kits targeting middle school students
- Performing regular updates to the OASISS website (Wix) and OISO website (WordPress)
- Attending professional development and training initiatives
- Participating in web conferences and meetings

We are a collaborative team, so you will often find yourself helping with other projects or working on something unique!

## Desired Competencies

- **Communication:** excellent oral and written communication and interpersonal skills. Ability to express ideas openly and honestly with staff and management. An active listener.
- **Self-Management:** self-directed, motivated, and resourceful. Able to work independently and maintain own work schedule. Takes initiative and can self manage. Has good attention to detail and superior organizational skills.
- **Digital Proficiency:** proficient in Microsoft Office. Comfortable with learning and using digital tools (for example, social media, website editors, Zoom, and more).
- **Inclusive Attitude:** adaptable and able to engage with people from diverse backgrounds. Values and embraces differences.
- **Creative:** innovative problem solver. Open minded and adaptable.

## Qualifications and Requirements

- Graduated from a recognized post-secondary institution in a field of study related to communications, or a Biology/Natural Resource background with equivalent work experience in communications and outreach
- Must provide own workspace based from your own 'home office'
- Must have a reliable vehicle to visit sites in the Okanagan-Similkameen – compensation for mileage will be provided at the current BC government rate (logbook required) based on a pre-determined marshalling point within the RDOS
- Must provide your own computer, and cell phone (stipend provided)

## Supplemental Information

To apply, please submit a cover letter (optional) and resume (mandatory) in one single document that indicates how you meet our competencies and qualifications.

We thank all applicants for their interest. However only those selected for further consideration will be contacted.

### Submit your application

Attention: Lisa Scott, OASISS Executive Director

Email: [employment@oasiss.ca](mailto:employment@oasiss.ca)

Subject line should state: **“Application – Communications and Outreach Coordinator”**