



## Education + Outreach Coordinator Job Description 2024

### **1. OVERVIEW:**

**Position:** Education + Outreach Coordinator

**Reporting to:** Program Director

**Term:** Full-time (35 hrs/wk) April to September & Part time (21 hrs/week October-March) employee position.

**Wage:** Starting at \$24 per hour, to be evaluated based on experience, + 6% accrued vacation pay, mileage rates, health and dental benefits after three month probationary period and other benefits including cell phone allowance and office supplies

**Location:** Home office based anywhere within the Regional District of East Kootenay (Cranbrook/Kimberley preferred)

### **2. BACKGROUND:**

The East Kootenay Invasive Species Council (EKISC) is an environmental non-profit organization with the mission to mitigate the negative environmental, social, and economic impacts of invasive species. EKISC has a variety of programs, initiatives, and partnerships regarding invasive species management and outreach. Further information on EKISC's operations can be found at our website: [www.ekisc.com](http://www.ekisc.com).

### **3. JOB SUMMARY**

The Education + Outreach Coordinator (EOC) will play a crucial role in leading and enhancing EKISC's education and outreach efforts within the Regional District of East Kootenay (RDEK). This position is responsible for coordinating and implementing both short- and long-term educational strategies aimed at raising public awareness about the impacts of invasive species. The EOC will lead a team of two summer students, in delivering engaging programming on aquatic and terrestrial invasive species identification, management options, and restoration techniques.

In addition to organizing outreach booths and representing EKISC at various events, the EOC will coordinate invasive species education for a diverse audience, including industry professionals, municipal and park workers, teachers, recreationists, children, and the general public. They will collaborate closely with the Communications Manager to ensure consistent messaging and develop social media content and resources that resonate with the community.

As the leader of the education department, the EOC will set goals, explore new and interactive methods for community involvement, and drive behavior change initiatives. They will also be responsible for report and grant writing to support and sustain the education program's growth and success.

### **4. TASKS AND RESPONSIBILITIES**

1. Educational Program Coordination
  - a. Develop, refine, and implement short- and long-term education work plans aligned with EKISC's vision and goals.
  - b. Coordinate and deliver outreach programs that raise awareness about invasive species.
2. Team Leadership

- a. Lead and supervise a crew of 1-2 summer students, ensuring effective delivery of educational programming on invasive species identification, impacts, management options, and restoration techniques.
  - b. Oversee training of new employees and facilitate regular team meetings.
3. Outreach and Representation
  - a. Travel throughout the RDEK to represent EKISC at events, set up outreach booths, and engage with both public and private sectors.
  - b. Coordinate and deliver educational sessions for a diverse audience, including industry professionals, municipal and park workers, teachers, recreationists, children, and the general public.
4. Resource Development
  - a. Collaborate with the Communications Manager to develop and distribute outreach resources, workshops, and presentations.
  - b. Manage and update EKISC's social media streams when needed to ensure engaging and consistent messaging.
5. Administrative Duties
  - a. Plan, execute, and oversee administrative tasks that are crucial to the education program, including stakeholder engagement, grant writing, and report preparation.
  - b. Maintain an inventory of EKISC's tools and resources.
6. Partnership and Funding
  - a. Actively promote EKISC to potential partners and maintain strong relationships with existing stakeholders through various communication channels.
  - b. Identify, research, and strategically pursue new funding opportunities, including grants, donations, and partnerships, to secure and expand resources for EKISC's initiatives.
7. Organizational Support
  - a. Support the overall operations of EKISC as a not-for-profit organization, ensuring alignment with its mission and objectives.

## **5. SKILLS, QUALIFICATIONS & EXPERIENCE:**

The Education and Communications Coordinator must fulfill the following requirements:

1. Education and/or professional work experience in Education;
2. Comfortable with various educational delivery methods, including outdoor and classroom presentations, digital learning, and interpretive and interactive performances;
3. Proficiency in preparing technical and professional documents, grants, reports, and articles;
4. Proven experience in grant writing and fundraising;
5. Effective use of social media platforms; online marketing and web-design programs such as Wix, Canva, Meta and Google Products;
6. Self-motivated, creative, highly organized, able to work as a team with excellent communication skills;
7. Experience supervising staff.

## **6. ADDITIONAL ASSETS & REQUIREMENTS:**

1. General knowledge of regional native and invasive species (terrestrial and aquatic);
2. Experience in environmental education;
3. Experience or interest in the natural sciences (biology, ecology, conservation, resource management, forestry, etc.);
4. First Aid certification (*can be obtained after hire*);
5. Flexibility to work on weekends, holidays, and some evenings;
6. Ability to legally work in Canada;
7. Ability to work from a home office (computer/phone/internet);

8. Criminal record check (including vulnerable sector check) will be required upon hire;
9. Valid BC Drivers Licence in good standing or equivalent;
10. Use of a reliable personal vehicle with at least \$2,000,000 extended liability insurance.

## **7. APPLICATION**

Please submit a resume and cover letter indicating how you meet the hiring criteria to: Katie Reid, Program Director, at [katie@ekisc.com](mailto:katie@ekisc.com) with subject line: Education + Outreach Coordinator.

Your application will undergo an evaluation using an AI detection system. Any applications primarily generated by AI will not be considered.

**Closing date:** September 13, 2024

**Position start date:** October 1, 2024

Please direct any questions to [katie@ekisc.com](mailto:katie@ekisc.com)