



Conservation Project Assistant Job Description

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| Job title | <i>Conservation Project Assistant</i> |
| Reports to | <i>Executive Director</i> |

Job purpose

The Conservation Project Assistant is responsible for supporting Greenways Land Trust staff and volunteers in their efforts to restore, sustain and protect natural areas and critical habitats, particularly ecological and recreational greenways, for the benefit of the Campbell River community.

Duties and responsibilities

Projects include:

- Assisting with Greenways' Invasive Species Removal program and invasive species monitoring, Baikie Island Habitat Restoration, and Canada Goose Monitoring Program;
- Assisting Greenways' Community Engagement Coordinator with the Greenways Adopt-a-Trail program in the Beaver Lodge Forest Lands and supporting the delivery of school programs;
- Providing public education through displays, flyers and brochures;
- Maintaining equipment inventory and reorganizing storage facilities;
- Writing news media releases, taking project and program photographs, updating website, updating email and membership mailing lists;
- Support volunteers as needed in the office and in the field;

And other duties as requested by the Executive Director and other Greenways' staff members.

Qualifications

- Be under the age of 30, and have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Related post-secondary education (such as environmental studies, natural sciences or education)
- Strong interest in the outdoors
- Passionate about working with an environmental non-profit organization
- Valid Level 1 First Aid and access to own vehicle preferable

Applications due: Wednesday, **May 10, 2017**

Please send resume and cover letter to info@greenwaytrust.ca.

Attention: Lydia Stratemann

Subject: 2016 Summer Position