



Job Opportunity: PEIISC Coordinator

CANADIAN COUNCIL ON INVASIVE SPECIES/PEI INVASIVE SPECIES COUNCIL

Organizations: PEI Invasive Species Council (PEIISC), Canadian Council on Invasive Species (CCIS)

Location: Prince Edward Island (homebased but will include some travel/field work - mileage included)

Duration: Permanent/Fulltime, subject to funding

Hours: 37.5/week

Salary: \$45,000-55,000/year

Start Date: Immediately (pending completion of required paperwork)

About Us

The Canadian Council on Invasive Species (CCIS) is the national voice and hub to protect Canada from the impacts of Invasive species. With members and chapters from all corners of Canada, along with governments and businesses, the CCIS brings people together to build practical solutions to prevent the spread of invasive species.

The national organization is governed by a four-chamber board that brings together governments, businesses, indigenous groups, organizations, and chapters to help guide the CCIS in achieving success.

The PEI Invasive Species Council (PEIISC) is a non-profit group made up of individuals and organizations focused on creating a framework for the prevention and management of invasive species that threaten PEI's economic, environmental, and social health.

This is an opportunity to protect PEI's natural areas with the benefits of working from home. Bring your own ideas and use your project management skills to make PEIISC projects successful.

DEADLINE TO APPLY: March 10 2023, 5 p.m. (or until suitable candidate is found)

Job Description & Responsibilities:

The Coordinator position will build capacity for PEIISC and carry out important work that will move invasive species initiatives forward. Work completed will benefit PEI ecosystems, rural and urban forests, and species at risk as well as raise public awareness about invasive species (IS).

We are looking for a highly motivated individual to manage local and partnership projects on a regional and national level. The PEIISC Coordinator will develop new, and strengthen existing partnerships to prevent the spread and impact of invasive species.

Specific responsibilities include:

- Research and write strategic funding applications relating to invasive species and their impact on ecosystems.
- Plan and coordinate the delivery of multiple projects from beginning to end, including tracking budgets, delivery of project objectives, working with partner organizations, completing final reports, etc.
- Report to the PEIISC Chair. Seek guidance from and communicate with the PEIISC Steering Committee and PEIISC Chair (as per roles of the PEIISC Steering Committee, Chair and Coordinator).
- Summarize activities and provide updates to the PEIISC monthly.
- Participate in associated boards and committees related to invasive species, as required.
- Participate in hiring technical and seasonal staff (as funding allows).
- Supervise and mentor local PEIISC/CCIS staff. Create learning opportunities, share responsibilities, and foster a team environment.
- Set priorities and create work plans for the Coordinator position and IS Technicians that will ensure funding commitments are met and the PEIISC mandate is being followed.
- Continue work on Early Detection Rapid Response framework for PEI.
- Develop best practice documents with local recommendations for priority invasive species – prevention of introduction and spread, identification, management.
- Increase collaboration, partnerships, and educational opportunities for/with stakeholders, such as: the public, industry, conservation groups, Indigenous groups and schools. Opportunities could include webinars, workshops, meetings, presentations, hands-on events, IS tours etc.
- Liaise with stakeholders, landowners, community groups, etc. to establish partnerships and assist in invasive species detection and management.
- Follow CCIS and PEIISC administrative guidelines and communicate with PEIISC and CCIS to ensure policies, procedures and Terms of Reference for both organizations are being followed.
- Work with CCIS and PEIISC on administration of funding applications and their budgets as per CCIS/PEIISC agreements and funder requirements.
- Continue to build the PEIISC's online presence (through the PEIISC website and social media) to increase awareness of invasive species.

Qualifications and Skills:

- Graduated from a recognized post-secondary institution with a minimum of a 2-year diploma or degree in a field of study related to natural resources/environmental sciences/conservation, or equivalent work experience.
- Understanding of biology and environmental sciences related to invasive species and their impact on ecosystems and ecosystem processes.
- Knowledge of federal, provincial and municipal environmental legislation, regulatory approaches, and bylaws related to invasive species.
- Experience working for non-profit organizations governed by a Board of Directors.
- Ability to develop partnerships and work with a variety of stakeholders (e.g., Indigenous partners, municipalities, environmental non-profits, industry, volunteers, etc.).

- Excellent oral/written communication and interpersonal skills.
- Experience applying for funding/grants.
- Experience managing projects, budgets and completing final reports.
- Experience working in a supervisory role.
- Strong computer and social media skills.
- Attention to detail and superior organizational skills.
- Creative problem solver, quick learner, ability to consider a variety of viewpoints.
- High energy and passion for the organization's mandate.
- Curious and self-motivated with the ability to work independently or as part of a team.
- Able to work occasional weekends and weekday evenings.
- Valid drivers license and access to a reliable vehicle.

Benefits

- Flexible work hours and the opportunity to work from home.
- Ability to work with a growing non-profit organization and help guide the success and direction of invasive species work on PEI.
- Opportunity to guide the growth and direction of the PEIISC Coordinator position.
- Opportunity to move initiatives forward in the environmental sector, improving the health of PEI forests and ecosystems.
- Opportunity to work with many different organizations and agencies who are devoted to improving PEI's environmental health.
- Career development opportunities.
- Access to health benefits three months after start date.
- Access to matching RRSP contributions up to 3% within one year of start date.

To apply:

Send your cover letter and resume to the Prince Edward Island Invasive Species Council c/o beth@greenthumbphoto.com no later than 5 p.m., **March 10 2023**, with 'Coordinator, PEIISC' as the subject line.