

CONSERVATION PROGRAMS ASSISTANT (MATERNITY/PARENTAL LEAVE)



Organization: Creston Valley Wildlife Management Authority

Location: Creston, British Columbia

Duration: Maternity/Parental Leave 1-year contract, with possibility of extension.

Posted: 20 December 2021

Closing Date: 14 January 2022, 4:00 pm (MST-Mountain Standard Time).

Tentative Start Date: Between 21 February to 28 March 2022, depending on candidate's availability.

ABOUT THE CRESTON VALLEY WILDLIFE MANAGEMENT AREA

The Creston Valley Wildlife Management Area (CVWMA) is a 7,000-ha internationally recognized wetland under the Ramsar Convention on Wetlands, providing habitat for a wide variety of birds, fish, mammals, reptiles, amphibians, plants, and invertebrates. CVWMA is a governmental non-profit organization that was established in 1968 to conserve and manage the wetland, in particular waterfowl. The CVWMA is also an *Important Bird and Biodiversity Area* and an *Important Amphibian and Reptile Area*, in Canada.

CVWMA is looking for a driven and passionate **Conservation Programs Assistant (maternity/parental leave)** to support the Head of Conservation Programs in the delivery of habitat management projects and wildlife monitoring activities. This position will offer the successful candidate the opportunity to apply his/her skills to frequently changing and challenging environments. As well, the position will provide valuable learning and professional development opportunities within a small organizational structure.

Working closely with the Head of Conservation Programs and Wildlife Habitat & Operations Technician, the Conservation Programs Assistant will have broad-ranging responsibilities involving all aspects of wetland management, including access management, infrastructure operations and maintenance, public and community relations, project management, communications, and general administration.

KEY RESPONSIBILITIES:

Habitat Management:

- Assess biological and/or enhancement needs, establish priorities, plan enhancement programs, evaluate resource requirements, provide needed resources, develop tender documents, call for tenders, hire contractors, and provide required project management supervision.
- Provide the expertise needed in the impact assessment and technical planning required to conduct habitat management programs using techniques such as: marsh drawdowns, manipulation of water level regimes, controlled burns, use of various agricultural practices, controlled cattle grazing, and various vegetation management techniques.
- Develop/update management plans and related documents.
- Lead and/or coordinate habitat projects conducted by external parties on CVWMA.

- Apply for necessary permits/approvals required from provincial or federal government agencies.

Biological Monitoring and Research Programs:

- Lead and/or assist in developing and implementing priorities for inventory surveys, monitoring, data management, and reporting;
- Lead and/or assist in collecting management data using techniques such as aerial waterfowl surveys, monitoring water level regimes, vegetation surveys, etc.
- Coordinate wildlife projects conducted on CVWMA by external parties;
- Prepare requests for proposals/quotes, review proposals/quotes and select contractors, prepare contracts, and supervise contractors;
- Supervise and provide guidance for junior staff, summer students, etc.;
- Prepare and deliver presentations for public, academics, etc.

Infrastructure/Facilities and Land Access Management:

- Assist in the inspection and maintenance of physical assets (dikes, water controls, buildings, etc);
- Prepare requests for proposals/quotes, review proposals/quotes and select contractors, prepare contracts, supervise contractors, and manage project budgets;
- Assist with land access management issues.

Others:

- Assist in developing annual budget and priorities, and workplans;
- Investigate and respond to complaints and concerns of various interest groups or individuals;
- Lead tours of the Area;
- Address public meetings, groups, and individuals;
- Any other duties required.

SELECTION CRITERIA:

Education and related experience:

University degree in natural resource management field such as wildlife biology, ecology, protected areas management, environmental science, conservation, or other related disciplines, and related experience, including some years at intermediate/senior management level, or extensive related experience with a two-year diploma, including several years at a senior management level, or equivalent combination of education and extensive senior management experience related to the position. Related experience may include:

- resource or environmental management and/or land administration and/or planning;
- establishing priorities, allocating and managing fiscal resources;
- human resources management;
- developing, managing, directing and administering various programs;
- planning, organizing, coordinating a professional and technical workforce.

Knowledge:

Knowledge of computers and commonly used software (including basic knowledge of Geographical Information System (GIS)), communication tools, and social marketing.

Knowledge of environmental stewardship management, planning and operational processes and practices.

Knowledge of applicable provincial, federal and local government legislation, regulations, policy and priorities to ensure effective implementation of program planning, permitting, monitoring and compliance/enforcement.

Knowledge of environmental programs such as:

- land management;

- ecosystem planning and management;
- management of fish and wildlife resources;
- protection and management of the province's rare and endangered species.

Knowledge of common business practices related to non-profit agencies including:

- working with boards;
- developing partnerships;
- financial management and reporting;
- fundraising;
- volunteer management;
- community relations building.

Skills/Abilities:

Ability to communicate and write effectively.

Ability to develop sound integrated program objectives, establish priorities, allocate and direct a diverse staff and financial resources to accomplish established goals.

Ability to effectively plan, lead and employ change management strategies.

Ability to manage organizational and financial resources.

Ability to interpret, adopt and modify plans and programs to meet Area needs from an operational and strategic perspective.

Ability to work within a small, complex, multi-program organization interfacing effectively with program staff, contractors, board members, and volunteers to deliver program results and policies in a consistent manner.

Ability to work with the media.

Ability to maintain a high degree of judgement, discretion and decision making.

Strong dynamic leadership and management skill ability.

Strong analytical capacity.

Ability to exercise independent and objective reasoning and judgement.

Proven proficiency as a public speaker.

Must have exceptional negotiation and motivational skills.

Ability to develop partnerships and funding opportunities.

COMPETENCIES:

Job Related Competencies:

Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

Developing Others involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on development intent and effect rather than on a formal role of training. For this competency to be considered, the individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.

Innovation indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

Client & Partnering Management is the ability to use a variety of communication vehicles to foster open communications, exchange and share information and discuss strategic policy and programs with clients by adopting a client and partner orientation, promoting the organization's messages, products and services to clients and partners, possessing strong negotiation and facilitation skills and by establishing productive partnerships.

Strategic Orientation is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.

Change Leadership involves creating a new vision for the organization and taking the required actions to ensure that the members of the organization accept and support the vision. It generally requires the individual to be in a relatively senior or high-level position, although this is not always the case.

Managing Organizational Resources is the ability to understand and effectively manage organizational resources (e.g. people, materials, assets, budgets). This is demonstrated through measurement, planning and control of resources to maximize results. It requires an evaluation of qualitative (e.g. client satisfaction) and quantitative (e.g. service costs) needs.

Results Orientation is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

Service Orientation implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g. educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Teamwork and Cooperation is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

CERTIFICATION

- Must be registered as member in good standing or immediate eligibility (within 6 months) for membership as a Registered Professional Biologist (RPBio), Registered Biology Technologist (RBTech), or Applied Biology technician (ABT) with the College of Applied Biology of BC;
- Valid Occupational First Aid certification (Level 1);
- WHMIS certification;
- Valid Class 5 BC or Canadian Driver's License;
- Pleasure Craft operator Card

WORKING CONDITIONS and PHYSICAL REQUIREMENTS

Be willing and prepared to conduct outdoor work in potentially very wet and very hot conditions. Very buggy conditions (mosquitoes) must be expected during the summer months.

Candidates should be in good health and physical conditions. The job often requires working with chest/hip waders in muddy conditions and frequent lifting/pulling of heavy objects.

COVID-19 Requirements for new employees

Confirmation of full vaccination will be required for any new employee.

Please submit a résumé and a cover letter by email, before 14 January 2022, 4:00pm (Mountain Standard Time) to:

Marc-André Beaucher, M.Sc., RPBio
Head of Conservation Programs
E-mail : resumes@crestonwildlife.ca