

Job Title: Ontario Invasive Plant Council Outreach Intern

Application Deadline: January 27, 2017 at 5:00 pm

Potential Start Date: February 6, 2017

Potential End Date: March 31, 2017

Hours: 35 hours per week (contract)

Location: Peterborough, ON

Rate of Pay: \$19.00

Number of Positions: 1

The **Ontario Invasive Plant Council (OIPC)**, a non-profit organization housed within the **Ontario Federation of Anglers and Hunters (OFAH)** office, in Peterborough, is currently searching for a hard working motivated individual to assist with leading key invasive plant projects and duties set out by the OIPC. This position will require knowledge and understanding of invasive plant species prevention, control and management. It will require excellent communications and interpersonal skills working with the OIPC representatives, Board and network, members of the public, volunteers and community groups to collaborate, educate and engage their participation in prevention activities.

Education Requirements:

- College or university education in biology, wildlife technician/technologist, environmental science, forestry, agriculture or equivalent work-related experience in the relevant fields; and
- A minimum of one year of environmental science/wildlife technician/technologist experience would be an asset.

Required Skills and Experience:

- Essential computer and data base management skills (MS Office);
- Written and oral communication skills;
- Public speaking;
- Interpersonal skills;
- Project and meeting management skills;
- Organizational and multi-tasking skills
- Time management skills;
- Problem solving skills; and
- Ability to work independently when needed.

Specific Duties and Responsibilities:

- Liaison with community groups and organizations including tourism associations, lake and cottage associations, Indigenous Peoples, conservation clubs, and municipalities to assist in the development of OIPC initiatives;
- Conduct presentations to various community organizations and volunteers;
- Participate in and coordinate community groups in stewardship and monitoring activities, such as invasive phragmites monitoring and mapping;
- Assist with the implementation of the Early Detection and Rapid Response Network Ontario program;
- Assist with the implementation of the Ontario Phragmites Working Group (committee of the OIPC) education and communications strategy;
- Develop educational materials on invasive plants and/or contribute to articles for local newspapers and newsletters;

- Work with researchers in the field of invasive plant science to gather stories, videos and images of invasive plant management to generate awareness through social media campaigns;
- Research and write invasive plant best management practices documents;
- Assist in planning of invasive plant workshops and events, including the OIPC's Annual General Meeting and Conference;
- Assist with coordinating the OIPC's committees;
- Respond to requests for information from the public, agencies, and non-governmental organizations;
- Attend trade shows, transport and set up of display and associated equipment/materials, staff the "Invasive Plant" display, answer the public's questions and distribute literature, collect workshop registrations, and sell OIPC memberships; and
- Remain current on relevant issues in order to provide accurate information for media interviews (e.g. newspaper, magazine, radio, television, etc.).

Other Requirements:

- 30 years of age or under;
- Valid driver's license (Class G);
- Valid passport;
- Valid police reference check;
- Valid emergency first aid with level A CPR certification; and
- Valid OFAH membership.

Please submit a letter of interest and résumé, which includes your education and work experience history, and three references to:

Attention: Kellie Sherman, Ontario Invasive Plant Council Coordinator

4601 Guthrie Drive
Peterborough, ON K9J 8L5
E-mail: kellie@oninvasives.ca

NO TELEPHONE CALLS OR EMAIL INQUIRIES PLEASE

The deadline for applications is January 27, 2017 at 5:00 pm.

Only candidates chosen for an interview will be contacted.

The OIPC is housed within the Ontario Federation of Anglers and Hunters building therefore please note:

The Ontario Federation of Anglers and Hunters is an equal opportunity and accessible employer.

The OFAH is committed to providing accessible opportunities for all qualified job applicants. Should you require an accommodation to participate in the recruitment process, please contact Julie Young, Human Resources Assistant at 705-748-6324 x245 or julie_young@ofah.org.