

## **Friends of Cortes Island Society**

### **Summer Community Engagement and Conservation Assistant 2020**

#### **Job Description**

##### **MAIN RESPONSIBILITIES:**

**Assist in the delivery of the FOCI Summer Events Program.** Assist with promotion and planning of events and activities, register participants and support presenters. Welcome participants and collect payments. Collect and evaluate participant feedback.

**Host FOCI promotional table at community events and summer markets.** Help design, set up and host promotional table and displays, answer enquiries from the public, and promote FOCI events, activities and projects. Sell FOCI merchandise, and record sales. Act as ambassador for FOCI and our vision / values.

**Collate biological data.** Help collate past and present species and habitat records and monitoring data. Assist in establishing database and inputting records.

**Citizen science projects** Help promote citizen science projects and encourage recording of sightings by the public. Support collection of citizen science records, including undertaking species surveys and monitoring with volunteers and validating records.

**Stewardship project delivery** Assist Executive Director in development and delivery of FOCI stewardship projects, and undertake other duties commensurate with the post, as required.

##### **PERSON SPECIFICATION**

Please find below a list of the experience, knowledge and personal qualities that are desirable for this post. However, we recognise there will be ample opportunity to learn on the job too.

##### **Experience:**

- Experience of working with the general public and environmental education an asset.
- Experience or knowledge of natural history, environmental monitoring and conservation an asset.

##### **Knowledge:**

- Familiarity / knowledge of Cortes Island
- A basic knowledge of local wildlife and habitats an asset
- A genuine interest and passion for public engagement and the environment.

##### **Skills:**

- Good communication skills orally and in writing
- Good IT skills including knowledge of social media and Microsoft office
- Ability to drive an asset

**Personal Qualities:**

- Self-motivated
- Polite, personable and approachable.
- Considerate and tactful
- Enthusiastic and willingness to learn and try new things
- Hard working and conscientious
- Positive, can do attitude

**Adapting to Covid-19** Please note that some of the activities in this job description are being impacted by the need to adapt to the impacts of Covid-19. Firstly we will be assessing all activities to determine any risks to the employee and putting in place any necessary safety measures. We will also be putting more emphasis on the conservation side of this position, and less on community engagement, which is likely to be limited, and may include more virtual activities or other ways of safely engaging the public.

**JOB DETAILS**

**Location:** The Summer Community Engagement and Conservation Assistant will be based at the FOCI Office in Mansons Landing, Cortes Island, although home working will also be possible. Travel to other parts of the island will be required. Access to transport would be an asset.

**Line Management:** Responsible to the FOCI Executive Director. The assistant will also be expected to work with FOCI volunteers, including members of the FOCI board.

**Terms:** 8 weeks, 30 hours a week, starting early July 2019.

**Remuneration:** \$16.50 / hour

**Other:** Weekend and evening work may be required.

**HOW TO APPLY**

Please send a Resume and covering letter outlining your relevant skills knowledge and experience to [friendsofcortes@gmail.com](mailto:friendsofcortes@gmail.com) by 15<sup>th</sup> June 2020.