

# CONSERVATION PROGRAMS ASSISTANT (MATERNITY/PARENTAL LEAVE)



**Organization:** Creston Valley Wildlife Management Area ([www.crestonwildlife.ca](http://www.crestonwildlife.ca))

**Location:** Creston, British Columbia

**Duration:** 1-year contract – full-time (Maternity/Parental Leave), with possibility of extension.

**Posted:** 26 January 2024

**Closing Date:** 23 February 2024, 4:00 pm (MST-Mountain Standard Time).

**Tentative Start Date:** End of March 2024 (some flexibility).

## 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 individual to fill in the position of **Conservation Programs Assistant (maternity/parental leave)** to support the Head of Conservation Programs in the delivery of habitat management projects and wildlife monitoring activities to fulfill CVWMA's mandate and Management Plan objectives. This position will offer the successful candidate opportunities to apply acquired skills and knowledge to a dynamic work environment requiring innovative approaches and thinking. 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 aspects of wildlife and habitat monitoring, data management, wetland management, stewardship activities coordination and community relations, project management, communications, and general administration.

## Key Responsibilities:

### Wildlife Monitoring Programs:

- Lead and/or assist in developing and implementing CVWMA's priorities for monitoring surveys, data management, and reporting.
- Lead and/or assist in collecting field data for priority projects using existing monitoring protocols. Adapt and update survey methods and data collection protocols when needed.
- Coordinate and/or assist with wildlife projects conducted on CVWMA by external parties, e.g. northern leopard frog recovery project, American bullfrog action team activities, Western painted turtle road mortality reduction project, bat monitoring activities, invasive species removal, etc.
- Supervise and provide guidance for junior staff, summer students, and collaborate with administrative staff.

### Habitat Management:

- Participate and provide expertise and knowledge in upcoming and/or on-going prioritized habitat management or restoration planning and/or implementation activities. Provide management supervision when needed.
- Assist with water levels management activities and data collection.
- Assist in monitoring of agricultural activities on permitted sections of CVWMA.
- Implement prioritized objectives of management plans and related documents, and update where needed.
- Lead and/or coordinate habitat projects conducted by external parties on CVWMA.

### Infrastructure/Facilities and Land Access Management:

- Assist in the annual inspection and maintenance of physical assets (dikes, water controls, buildings, etc.).
- Provide support with aspects of land access management.

### Miscellaneous:

- Participate in developing annual budget and priorities, and workplans.
- Address complaints and concerns of various interest groups or individuals.
- Provide support in preparing or delivering presentations, tours for public and other interest groups or organizations.
- Any other duties required within the realm of this position.

## 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 junior/intermediate management level, or extensive related experience with a two-year diploma, including several years at intermediate management level, or equivalent combination of education and 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.

### Computer and Technology skills:

Familiarity with the following computer software and equipment would be an asset:

- Knowledge of Apple/Mac operating system and products (e.g. iPad)
- Knowledge of Wildlife Acoustics products such as operation of acoustic recorders (Songmeters) and analysis software (Kaleidoscope Pro) or other equivalent tools.
- Familiarly with operation and data collection using temperature and dissolved oxygen data loggers (e.g. Onset data loggers).
- Familiarity with basic field instruments such as wind meter, range finder, GPS units, and a variety of smartphone applications used in data collection (e.g. Avenza, Filemaker, etc.).
- Familiarity with GIS and mapping skills (e.g. QGIS).

### Skills/Abilities:

- Ability to communicate courteously and write effectively.
- Ability to develop, implement, and adapt program objectives and priorities and allocate resources (human and financial) to accomplish established goals from an operational and strategic perspective.
- Ability to understand and utilize organizational and financial resources wisely.
- Ability to work within a small (<5 staff), complex, multi-program organization interfacing effectively with staff, contractors, board members, and volunteers to achieve program outcomes in a consistent manner.
- Ability to maintain a high degree of judgement, discretion and decision making.
- Strong dynamic leadership, management skills, and analytical capacity.

### Knowledge:

- 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 principles such as land management, ecosystem planning and management, management of fish and wildlife resources and protection and management of the province's rare and endangered species.
- Knowledge of common business practices related to non-profit agencies including financial management and reporting, volunteer management, and community relations.

## Certification:

- Registered or working towards becoming Professional Biologist (RPBio), Biologist in Training (BIT), Registered Biology Technologist (RBTech), or Applied Biology technician (ABT) with the College of Applied Biologists of BC.
- Valid Occupational First Aid certification (Level 1).
- Valid Class 5 BC or Canadian Driver's License.
- Pleasure Craft operator Card.

## **Employment Equity:**

The CVWMA offers a fair and inclusive work environment and welcomes all cultures, ages, genders, sexual orientations, and abilities to apply.

## **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 and uneven conditions and frequent lifting/pulling of heavy objects.

**Please submit a cover letter and a résumé (preferably in PDF format), by email before 23 February 2024, 4:00pm (Mountain Standard Time) to:**

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