



**Job Title:** Invasive Species Project Coordinator

**Location:** Primarily from home with potential for short-term field deployments

**Hourly rate:** Dependent on experience

### Background

Although islands only constitute 5% of the earth's land mass, they are hotspots of biodiversity and, consequently, biodiversity loss. Approximately 86% of all extinctions worldwide have occurred on islands; most of these extinctions were caused by invasive species. Removal of IAS can reverse cascading detrimental ecosystem effects and prevent extirpations and extinctions. To date, more than 1,100 whole-island invasive species eradication projects have been completed or are currently in progress.

Coastal Conservation is a BC-based organization that is focused on planning and implementing large scale invasive species eradications on islands to support the natural recovery of endemic ecosystem components that have been negatively impacted by these species. We work closely with governmental and non-governmental agencies, Indigenous Peoples, and local communities to undertake these projects.

### The Opportunity

Coastal Conservation is currently seeking a Project Coordinator to assist with facilitating the technical implementation of multi-partner, large scale island restoration projects under various jurisdictions and authorities. This is currently a temporary position that may evolve into full time depending on project needs and the qualifications/skills of the successful candidate.

Flexibility/adaptability, self motivation, excellent communication skills, and attention to detail are key requirements for this position. The role is ideally suited for an early to mid-career professional with 5-10 years of experience looking for a challenging but rewarding opportunity in applied biodiversity conservation. Candidates living in the Lower Mainland, Vancouver Island, or the Southern Interior of BC are preferred.

### Duties & Responsibilities

- Plans, develops, and assists with the implementation of field operations under the direction of senior project managers. This includes identifying, applying for, and tracking the status of pertinent permits; purchasing and organizing equipment; overseeing field logistics; and supporting subcontractors as required.
- Assists with drafting detailed project budgets.
- Ensures that that project activities including subcontractor activities are on track and stay within budget.

- Develops technical documents including but not limited to operational plans, environmental impact assessments, and technical reports.
- Coordinates, attends, and in some cases leads various meetings with project partners. Includes summarizing meeting minutes.
- Develops PowerPoint presentations and compiles/analyzes field data including spatial data (i.e. ArcGIS)
- Coordinates travel logistics for senior project managers and subcontractors.
- Although infrequent, a willingness and ability to spend time in the field (field deployments, when required, can run from ~1 -3 weeks).

#### Skills & Experience

- Minimum of 5 years of demonstrated professional experience in applied conservation biology.
- Excellent organizational, communication/interpersonal, time management skills.
- Strong attention to detail and technical writing skills.
- Ability to problem solve/think critically with minimal input and manage concurrent tasks with overlapping timelines.
- Flexible & adaptable to changing project circumstances/needs.
- Willingness to follow directions from senior project managers and undertake delegated tasks.
- Experience with project coordination/oversight and ensuring that project activities are on track and within budget.
- Experience with overseeing large projects with multiple team members from different organizations (federal/provincial governments, First Nations, subcontractors, etc.)
- Experience undertaking applied research projects at remote field sites including working with helicopters and boats.
- Knowledge of the provincial and federal environmental assessment regulatory environment and experience obtaining regulatory approvals.
- When in the field, an ability to perform efficiently under physical demanding conditions, including walking daily in off trail conditions, carrying a backpack and comfortable living in close quarters with other field staff.
- Experience with software including MS Office and ideally ArcGIS, time tracking, etc.
- Valid driver's license (Class 5).

Please send resumes and cover letter to [chris@coastalconservation.ca](mailto:chris@coastalconservation.ca)

We wish to thank everyone for their interest; however, only those selected for an interview will be contacted.