



Job Description: Summer Outreach Coordinator

Term: 20 hrs/week starting mid-May until September 30th.

Compensation: \$27/hr

Closing Date: May 10, 2023 @4pm

Based in Whitehorse, Yukon, on the traditional territories of Kwanlin Dün First Nation and Ta'an Kwäch'än Council, Yukon Invasive Species is searching for an energetic, creative and self-motivated individual interested in the environment. We are looking for an outreach coordinator to assist in various duties including communications, promotion and organizing of public events with a focus on building awareness of invasive species, field support and office administration work for the Council's summer programs. If you're interested in fun, varied and challenging opportunities we'd love to hear from you.

Duties include:

- Assist with implementation of YISC's social media communication strategy
- Expand the Council's outreach program- Fireweed market presence, weed pulls and
- Foster existing partnerships and develop new partnerships with other groups
- Design, coordinate and produce communication materials such as videos, posters, advertisements and e-Newsletters.
- Coordinate and deliver local invasive species programs when possible.
- Monitor and record invasive species in the Whitehorse area
- Collect and record event/ advertisement and Facebook statistics
- Assist with proposal writing and reporting.

Preferred background, skills and attitudes:

- Post secondary education in a related field such as education, communications, science, natural resources, etc
- Willingness to learn and develop new knowledge of invasive species
- Self-motivated and willing to undertake the organization of projects
- Excellent written and verbal communication skills, adapted to a variety of age groups and backgrounds
- Experience working with public enquiries
- Experience in coordinating and facilitating public events
- Experience in designing promotional material (audio-visual, posters, advertisements, etc.)

- Knowledge of social media platforms
- Proficiency with Microsoft Office software
- A positive attitude and a creative approach to finding solutions to a wide range of issues.

Conditions of Contract:

- Valid Class 5 driver's license and reliable vehicle
- Must provide own workspace including a computer (options for shared workspace available)

How to Apply:

* Please send a cover letter and resume to info@yukoninvasives email and not through the link. You can submit a resume and cover letter to the Yukon Invasive Species Council at info@yukoninvasives.com

Job interviews will be conducted on-line via ZOOM. Please submit a resume and cover letter to the Yukon Invasive Species Council at info@yukoninvasives.com **before May 10, 2023 at 4 pm**. Applications without a cover letter will not be considered- we want to get to know you and why you're a great fit for the team!

Job interviews will be conducted on-line via ZOOM.

Please note that only candidates selected for our interview process will be contacted.

About us:

The Yukon Invasive Species Council (YISC) is a registered non-profit society formed to prevent the introduction and manage the spread of invasive species in the Yukon.

This is accomplished by:

- Educating and advising the public and professionals about invasive species and their risk to ecosystems and economies through activities such as workshops, seminars, social media and newsletters.
- Actively collaborating with other jurisdictions on invasive species issues.
- Encouraging, promoting, and supporting research on invasive species that will contribute to the realization of the social and economic goals of Yukon residents.

YISC has a broad membership with representatives from municipal, territorial, federal, and First Nation governments, non-profit organizations, farming, industry, and private citizens. It is the council's intent to keep membership open and facilitate discussion between different groups and governments in the Yukon and outside.

<http://www.yukoninvasives.com/>