



**Education and Outreach Assistant (2 openings)**

**Deadline to apply:** June 16<sup>th</sup>, 2023 at 11:59pm (MNT)

**Term:** Saturdays, Sundays and some Fridays from June 17<sup>th</sup>, 2023, until the end of August 2023. End date negotiable.

**Compensation:** \$17.00/hour, 10-20 hours per week as required (part time).

**Location:** Invermere, BC

**Organization Background:** The Lake Windermere Ambassadors are a community-based environmental stewardship NGO working in the East Kootenay region of BC. The Ambassadors have a vision of an ecologically healthy Lake Windermere with balanced management approaches that support recreation and traditional uses, high fish and wildlife values, and economic prosperity in the region. A Board of Directors representing a diversity of stakeholders in the Lake Windermere watershed guides the organization. The Lake Windermere Ambassadors are currently leading lake water quality monitoring and conducting water-related education and stewardship programs. They also encourage the implementation of policies & guidelines in the Lake Windermere Management Plan in their appointed role as Lake Management Committee. The Ambassadors have received accolades for their collaborative initiatives and are being used as a model for community-based water stewardship by Living Lakes International, Living Lakes Canada, and Friends of Kootenay Lake.

**Job Overview:**

The Outreach and Education Assistant will be an outgoing person who is passionate about the environment and is looking forward to a summer spent working outdoors. The ideal candidate will enjoy working within the community and will have a strong interest in water resources and the environment. Main duties include promoting respectful boating, watch your wake, Invermere tourism as well as educating the public about the current projects by the Lake Windermere Ambassadors. Successful candidates will also have the opportunity to gain professional experience in water quality monitoring, working with scientific instruments, managing social media accounts and writing informative articles. Most days will be spent outside at our outreach booth locations: Athlemere public boat launch, Windermere Public Beach, Kinsman Public Beach and Park, Invermere Farmers Markets, and other locations around Lake. This position is kindly funded by the District of Invermere.

The Education and Outreach Assistant will report to the Program Manager, who will provide training and mentorship.

**Duties and responsibilities:**

- Interacting with the public
- Host educational outreach booths at farmers markets, public beaches, and boat launches
- Writing reports and articles for our website and the local news paper
- Be available both Saturdays and Sundays as well as some Fridays. Shifts will typically be 5-7 hours in length from the hours of 8:00am until 8:00pm
- Create content for, and update our organization's social media pages including Facebook and Instagram
- Assist with general office duties such as filing and data entry
- Assist with recruiting volunteers and members
- Must conduct themselves in a professional manner
- Must have access to a reliable vehicle to access job sites and to transport equipment from the office to the site at the beginning and end of your shift
- Must have a laptop for office work
- Must have a working phone
- Must be 15 years old or older to apply
- Must be Comfortable wearing a uniform

**Required Skills and Qualifications**

- Ability to lift up to 50lbs
- Must be a legally able to work in Canada
- Strong communication skills
- Be reliable and on time
- A willingness to work outdoors in all weather

**Additional Desired Qualifications:**

- Writing and social media skills or professional experience
- First Aid training
- Experience working with the public

**TO APPLY:** Please submit a brief resume and cover letter in PDF form to [info@lakeambassadors.ca](mailto:info@lakeambassadors.ca)