



The Stewardship Centre for BC is seeking a:

Summer 2018 Assistant Coordinator

STEWARDSHIP CENTRE
FOR BRITISH COLUMBIA

The Assistant Coordinator will be responsible for:

- Planning and coordination of community events (Stewardship Roundtable at 2018 International Ornithological Congress), meetings, and workshops
- Acting as a Research Assistant to Green Shores and Species at Risk projects
- Assisting with the development of *Stewardship Centre for BC* e-newsletters and communication materials; including website content, reports, & emails
- Administrative duties including electronic filing and office organization.

This position is suited for Environmental Science (including biology, geology, oceanography), Ecological Restoration, Planning or Coastal engineering students. Students will gain experience and work with community partners and increase their understanding of environmental and ecological stewardship issues. They will also develop communication, outreach and education skills which are essential to achieving success in the field.

The preferred candidate will have excellent interpersonal skills, English language and computer skills (Word, Excel, Publisher) and experience in web applications (Wordpress, email management software). Training can be provided. She/he will be working directly under the supervision of the SCBC Executive Director, DG Blair, M.Sc.

This contract position is for 36 hrs/week for up to 16 weeks, beginning at May 8, 2018 (or a mutually agreeable start date) at SCBC offices on Bowen Island & from your home office.

Applicants must meet the following Canada Summer Jobs criteria:

- between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act²; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

About the Stewardship Centre for BC

www.stewardshipcentrebc.ca

SCBC's vision is that all British Columbians understand, enjoy, and sustain healthy ecosystems through stewardship action. Dedicated to creating new knowledge and tools based on sound science - our work focuses on practices that protects ecosystems and encourages ecosystem resilience.

Application Deadline: 5 pm; March 31, 2018

Send Cover letter and CV to: dg@stewardshipcentrebc.ca