

CO-OP STUDENT (Environmental Specialist)

Anticipated Start Date: September 5, 2023

Anticipated End Date: December 22, 2023

Hours of Work: Seven (7) hours per day between 8:30am and 4:30pm,
Monday through Friday

Rate of Pay: 21.91 per hour

General Accountability:

Purpose and Scope

Reporting to the Long Range Planning and Sustainability Manager, and taking direction from the Environmental Science Officer or designate, the Environmental Specialist co-op student performs a variety of technical tasks related to environmental harm reduction and conservation initiatives, including research, data collection and analysis, report writing, and community outreach and education. The Environmental Specialist co-op student will gain experience and knowledge of how the City of Campbell River addresses environmental issues through various initiatives, regulations, programs, and plans. This position will be for a period of 4 months, with the possibility of extension up to 8 months.

Nature and Scope of Work

The Co-Op Student will work closely with staff within the Long Range & Sustainability, Development Services, and other departments in support of the implementation of environmentally sensitive areas policy on City-owned lands, environmental bylaw updates, reducing human wildlife conflicts, natural asset management and the delivery of other environmental harm reduction initiatives and climate action projects, programs, and plans. This will involve:

- Data collection, analysis, and reporting.
- Interpreting and presenting data in graphs, tables and reports.
- Researching and drafting of reports, procedures, grant applications and terms of reference.
- Overseeing social media communication.
- Public education and outreach initiatives including liaison with environmental organizations.
- Development of communication material to promote environmental harm reduction and conservation initiatives.
- Project coordination as required.
- Assisting with general departmental inquiries and other departmental projects as required.
- Miscellaneous duties as assigned.

Necessary Qualifications

Knowledge:

- A keen interest and basic knowledge of ecological principles and concepts.
- Basic knowledge of best management practices and mitigation techniques related to environmental harm reduction and conservation.
- Basic understanding of climate change principles including ability to read and interpret policies/plans.
- Basic knowledge of WorkSafeBC regulations and safe work procedures.
- Basic understanding related to natural asset management, and climate adaptation and mitigation planning challenges facing Canadian municipalities.
- Knowledge of data collection processes, techniques and principles.

Skills:

- Proficiency with Microsoft Office Suite.
- Strong organizational skills.
- Strong verbal communication and technical writing skills.
- Sound analytical, research and problem-solving skills.
- Safe work habits and practices.

- Graphic design skills.

Abilities:

- Ability to plan and prioritize work, perform under pressure, and meet deadlines.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to work both independently and as part of a team.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Education/Certification:

- Grade 12 or equivalent.
- Must be currently enrolled in a recognized university or technical college co-op program in environmental sciences, resource management, biology, environmental planning or related field.
- Must possess and maintain a valid Driver’s Licence as per City policy.

Preferred Criteria

- “Boots on the ground” experience in the field with restoration projects or environmental management.
- Ability to portray science concepts and systems using graphics

Unusual Working Conditions

- May be required to work on evening or weekend assignments.
- May be required occasionally to work safely outdoors and in adverse weather conditions.

NOTE TO APPLICANTS:

How to Apply:

Please ensure that your resume and/or cover letter clearly shows how your knowledge, skills, abilities, education, training, and experience meet the Necessary Qualifications listed above.

Co-Op Student Program Eligibility Requirements:

You must be registered with your educational institution’s co-op program. VERIFICATION WILL BE REQUIRED.

All applications must be received on or before the posting closing date and time. Applications will be considered date stamped effective the time they are received at the careers@campbellriver.ca email.

Submit Resume and Covering Letter to:

Email : careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann’s Road
Campbell River BC V9W 4C7

Applications will be reviewed as they are received. This posting my close prior to August 25.

Posting #: COOP-23-44-2

| Closing Date: Friday, August 25, 2023 |