

**Job Title: Invasive Species Community Outreach Liaison**

**Application Deadline: April 30, 2017 @ 11:59PM**

**\*\*Please Note: All positions are dependent upon external funding, yet to be received by the OFAH \*\***

**Start Date:** Usually in June, but specific date to be determined (pending funding approval)

**Duration:** Usually between 6-12 weeks, but specific duration to be determined (pending funding approval)

**Rate of Pay:** \$11.40 up to \$12.93 per hour

**Number of Positions:** 1 position per location listed below unless otherwise stated

**Locations:** 35 locations within Ontario:

**Applicants must have been full-time post-secondary students in the 2016-2017 academic year, under 30 years of age, and be returning to post-secondary school full-time in September 2017, as per the requirements of the Government of Canada's Canada Summer Jobs Program.**

***\*Please indicate the location to which you are applying in your OFAH Invading Species Community Outreach Liaison Application form, cover letter and résumé:***

- **Carleton Place** (in partnership with Mississippi Valley Conservation Authority);
- **Chute a Blondeau** (in partnership with Voyageur Provincial Park);
- **Bracebridge** (in partnership with Muskoka Watershed Council);
- **Dryden** (in partnership with Dryden MNRF District office);
- **Finch** (in partnership with the South Nation Conservation Authority);
- **Fort Frances** (in partnership with the Fort Frances MNRF District office);
- **Ignace** (in partnership with the Dryden (Ignace Field Office) MNRF District office);
- **Kenora** (in partnership with Lake of the Woods District Property Owner's Association);
- **Kingston** (in partnership with Ducks Unlimited);
- **Kirkland Lake** (in partnership with the Kirkland Lake MNRF District office);
- **Lanark** (in partnership with Plenty Canada);
- **Lindsay** (in partnership with Sir Sandford Fleming College);
- **Manitowaning** (in partnership with Manitoulin Streams & the Manitoulin and Area Stewardship Council);
- **Manotick** (in partnership with Rideau Valley Conservation Authority);
- **Mississauga** (in partnership with Credit Valley Conservation Authority);
- **Morpeth** (in partnership with Rondeau Provincial Park);
- **Newmarket** (in partnership with Lake Simcoe Conservation Authority);
- **Omeme** (in partnership with Emily Provincial Park);
- **Orillia** (in partnership with Kids for Turtles Environmental Education);
- **Orillia** (in partnership with Boat Wash Station - Kids for Turtles Environmental Education);
- **Owen Sound** (in partnership with the Bruce Trail Conservancy);
- **Peterborough** (Nature Conservancy Canada);
- **Peterborough** (two positions) (in partnership with the Ontario Federation of Anglers and Hunters);
- **Port Hope** (two positions) (in partnership with the Ganaraska Region Conservation Authority);

- **Port Perry** (in partnership with the Township of Scugog);
- **Sault Ste. Marie** (in partnership with the Invasive Species Centre);
- **Sutton West** (in partnership with Sibbald Point Provincial Park);
- **Sydenham** (in partnership with Frontenac Provincial Park);
- **Thunder Bay** (in partnership with EcoSuperior Environmental Programs);
- **Trenton** (in partnership with Lower Trent Conservation Authority);
- **Utopia** (in partnership with Nottawasaga Valley Conservation Authority);
- **Wasaga Beach** (in partnership with Wasaga Beach Provincial Park);
- **Wheatley** (in partnership with Wheatley Provincial Park); and
- **Whitedog** (in partnership with the Wabaseemoong Traditional Land Use Area).

**Description:**

The **Ontario Federation of Anglers and Hunters (OFAH)** is currently searching for hard-working, motivated individuals to assist with our Invasive Species Awareness Program (ISAP).

**Key Responsibilities:**

- Liaison with community groups and resource professionals to assist in the development of invading species awareness initiatives;
- Attend and provide support to community events, such as fishing derbies or community fairs;
- Conduct presentations to various community organizations;
- Coordinate community groups in stewardship and monitoring activities; and
- Develop educational materials on invasive species/contribute articles to local newspapers/newsletters.

**Education and Qualifications:**

- Enrolled in post-secondary education in biology, environmental science or a related resource management program;
- Registered as a full-time student in post-secondary education for the 2016-2017 academic school year in one of the above related fields, and enrollment in post-secondary education for the Fall of 2017;
- Between the ages of 15 and 30 at the beginning of employment;
- Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- Legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**Required Skills and Experience:**

- Knowledge of invasive species affecting local environments;
- Plant, fish, and invertebrate identification skills;
- Knowledge and skills relating to monitoring local waters and natural areas for invasive species;
- Experience networking with resource professionals/agencies and engaging volunteers/public in invading species awareness and stewardship projects;
- Excellent written and oral communication skills, including experience conveying information to the public (e.g. presentations to community/contributing articles to newspapers/newsletters);

- Familiar with computer and database management skills (MS Office, MS Outlook, Internet);
- Knowledge of the principles of field work, such as accurate data recording, use of technical equipment, and record keeping;
- Ability to work flexible hours and perform occasional field work; and
- Strong organizational skills and the ability to work effectively with minimal supervision.

**Other Requirements:**

- Proof of enrollment in post-secondary education for the Fall of 2017 (e.g. letter from the school, time table, etc.);
- Valid G driver's license;
- Valid Pleasure Craft Operators Card (for positions required to operate watercrafts);
- Valid police reference check; and
- Valid OFAH Membership.

**Assets:**

- Valid Emergency First Aid with Level A CPR and AED certification (as a minimum); and
- Valid fishing license.

Please submit in **one document** an OFAH Invading Species Community Outreach Liaison Application Form, cover letter, résumé and one letter of reference indicating the **location** to which you are applying and how your skills and qualifications meet each of the requirements of this position to:

**Attention: Invading Species Awareness Program Coordinator**

Ontario Federation of Anglers & Hunters

P.O. Box 2800

Peterborough, Ontario K9J 8L5

Fax: (705) 748-9577

E-mail: [is\\_jobs@ofah.org](mailto:is_jobs@ofah.org)

**NO TELEPHONE CALLS OR EMAIL INQUIRIES PLEASE**

**The deadline for applications is April 30, 2017 @ 11:59PM**

Only candidates chosen for an interview will be contacted.

*The Ontario Federation of Anglers and Hunters is an  
equal opportunity and accessible employer.*

*The OFAH is committed to providing accessible opportunities for all qualified job applicants. Should you require an accommodation to participate in the recruitment process, please contact Julie Young, Human Resources Assistant at 705-748-6324 x245 or [julie\\_young@ofah.org](mailto:julie_young@ofah.org).*

**OFAH Invading Species Community Outreach Liaison Application Form**

**Please include this completed form in one document with your cover letter and resume.**

*All questions are job requirements of the Canada Summer Jobs program and/or the Ontario Federation of Anglers and Hunters for employment.*

<b>What location(s) are you applying to work at?</b>	
<b>Are you under 30 years of age?</b>	____ YES ____ NO
<b>Were you a full-time post-secondary student in the 2016-2017 academic year?</b>	____ YES ____ NO
<b>Which school did you attend?</b>	
<b>What program did you take?</b>	
<b>Are you returning to full-time post-secondary studies in the fall of 2017?</b>	____ YES ____ NO
<b>Do you have a class "G" license or be willing to obtain one before the start date for this position?</b>	____ YES ____ NO ____ Willing to obtain
<b>Have you ever been convicted of a criminal offence for which a pardon has not been granted?</b>	____ YES ____ NO If yes, please specify:
<b>Would you be willing to obtain a police reference check with a vulnerable sector screen as per the job requirements of the OFAH?</b>	____ YES ____ NO

**Voluntary Answer**

The OFAH is actively committed to creating a diverse and inclusive workforce and encourages applications from qualified candidates. Please indicate by checking the box below if you are from the one or more of the following groups: women, persons with disabilities, visible minorities, and Aboriginal persons.

- I am voluntarily indicating that I am a member of one or more of the following groups: women, persons with disabilities, visible minorities, and/or Aboriginal person.