



BIOSPHERE

INSTITUTE OF THE BOW VALLEY

JOIN OUR TEAM!

The Biosphere Institute of the Bow Valley is seeking a full-time staff member to help implement, maintain and enhance its education, communication and outreach programs. Programs include Sustainable Action Canmore, Youth Movie Making, Aquatic Restoration, and WildSmart.

KEY RESPONSIBILITIES

- Help implement education and outreach programs
- Assist with program development and report writing
- Help develop and expand social media programs
- Assist with public resource centre reception and office needs
- Assist with volunteer coordination
- Provide logistic services and support for operations and events

PREFERRED QUALIFICATIONS

- Post-secondary degree in related field (i.e. Education, Communications, Public Relations, Science, Environmental Studies)
- Experience in education and community engagement including social media
- Familiarity with, and interest in, Sustainable Communities and WildSmart Programs
- Knowledge of local communities and the natural environment
- Excellent communication skills (verbal and written)
- Proficiency in MS Office and social media tools required

OTHER REQUIREMENTS

- A valid Alberta Operator's License (Class 5) or equivalent
- Reliable access to a reliable vehicle

CONTACT

Please respond by May 9, 2018 with your résumé and a cover letter addressing how you meet the qualifications, including appropriate examples to: resource@biosphereinstitute.org. Other qualifications may be a deciding factor in choosing the person to be appointed. We thank you in advance for your interest; however, only those selected for an interview will be contacted. No faxes or phone calls please. Learn more about the Biosphere Institute of the Bow Valley at www.biosphereinstitute.org