



NATURE EDUCATION AND RESTORATION ASSISTANT
(Casual Temporary Summer Student Position)

NATURE OF WORK: The Parks and Recreation Department is seeking a student, with a biology/environmental studies background, to work on urban forest restoration projects, invasive species management, nature education, and park maintenance. These positions will report directly to the Forest and Environmental Officer.

Casual 17-week summer position – As part of a team, help deliver a nature education program, invasive species management, and urban forest restoration work, as well as native plant gardening in Victoria Park.

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Forest and Environmental Officer.
- Works closely with all members of the Sustainability department.
- Develops and Maintains working relationships with members of Council, departmental managers, supervisors, and all City employees to provide support to Sustainability.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Adheres to health and safety policies in the workplace.
- Coordinates/assists in coordinating and delivering a nature education program related to urban habitats, wildlife, native plants, and invasive species.
- Assists in the implementation of urban reforestation projects.
- Conducts tree planting, pruning, and maintenance activities.
- Helps with the delivery of tree planting events.
- Conducts maintenance on native tree arboretum and perennial beds.
- Manages invasive plant species.
- Collects data on reforestation work, flora and fauna inventories and other environmental monitoring.

REQUIRED COMPETENCIES:

- Ability to work independently with good self-motivation.
- Good team player.
- Ability to work overtime to accommodate events as required.
- Communicates effectively, verbally and in writing.

REQUIRED QUALIFICATIONS:

- Enrolled in Environmental, Forestry, or Biology studies.
- Good identification skills – trees, shrubs, herbaceous plants, ferns, wildlife.
- Must have the ability to work with children.
- Knowledge of Microsoft Office programs and internet applications is an asset.
- Ability to conduct physical work outdoors, in all types of weather.
- Must be able to work independently.
- Valid driver's license is an asset.

Salary: \$16.50 per hour

How to Apply:

Please submit a detailed resume by e-mail to jobs@charlottetown.ca Your application must be clearly marked “**Application for Nature Education and Restoration Assistant**” and submitted by **April 14, 2024, at 4:00 PM.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4110.