

Public Outreach and Event Assistant

About the Organization

Allan Brooks Nature Centre Society (ABNCS) is a charitable not-for-profit organization that educates and engages the public around the flora and fauna, ecosystems and stewardship of Nature in the Okanagan. We provide education, resources, and hands-on opportunities and experiences to learn and appreciate the Okanagan's unique and diverse natural history. Our work is motivated by the understanding that healthy ecosystems, environmental stewardship, and habitat conservation are all important and that these depend on informed, engaged, and empowered public, especially young people and their families, to care about nature.

To learn more about Allan Brooks Nature Centre, visit our website: www.abnc.ca.

Job Summary

The **Public Outreach and Event Assistant** will provide support in executing programs, workshops, and events, either on or offsite for ABNC. This position will be a primary liaison between patrons and staff at ABNC; communicating and facilitating all that the centre has to offer.

This position reports directly to the Programs, Events and Volunteer Coordinator. However, you will be expected to work closely with all staff of Allan Brooks Nature Centre.

Work Term

This position is dependent on funding from Canada Summer Jobs program and is anticipated to be full time (35hrs/week) from June 1, 2022 to September 3, 2022. The work term will be confirmed after approval from Canada Summer Jobs. Candidates must be available to work regular days and hours, including evenings, weekends and holidays. The starting wage is \$16.50 per hour.

Primary Duties & Responsibilities:

Events:

- Assist operational and event staff/ volunteers to implement and deliver events on-site at Allan Brooks Nature Centre, such as The Bug Guys and The Raptors;
- Help with the set-up, decorating, take down, and clean up at workshops, programs, or fundraising events such as Dinner Under the Stars;
- On-site event duties may include: ticket registration, guest check-in, photography;
- Assist in the creative process and vision for existing and future events;
- Facilitate activities, crafts and games for families visiting the centre or at events hosted at the Nature Centre;
- Administrative duties may including data entry, updating media contact, and event reports;
- Listing events on our website and through online community calendars;
- Attend community events as an Allan Brooks Nature Centre ambassador, depending on Covid event restrictions;

Communications and Outreach:

- Help build an inventory of photography and video to promote the centre and future events;
- Possible graphic design projects, such as social media graphics, posters, and handbills using CanvaPro;

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- Social media responsibilities on Facebook, Instagram, Twitter, YouTube, and TikTok account;
- Replying to Google, Facebook, and TripAdvisor Reviews;

General Duties:

- Assist with daily tasks of the Nature Centre, including working front desk, handling cash, answering phone calls and cleaning as required;
- Gift Shop merchandising and sourcing products;

Qualifications:

- Must be between 15-30 years of age at the start of the employment;
- Must be outgoing, have strong interpersonal, intercultural and intergenerational skills to ensure clear communication across all visitors, volunteer and staff personnel;
- Must work well as a team as well as independently with minimal supervision;
- Knowledge of nature in the Okanagan preferable, and/or the ability to learn quickly and integrate new information;
- Marketing, communications, event planning, and fundraising background is an asset;
- Efficient in microsoft office and Google Suite, and experience in WordPress is an asset;
- Self-directed, highly organized with strong coordination skills. Ability to multitask, prioritize and problem solve; Able to work under pressure and adapt quickly to changing priorities;
- Flexibility and willingness to adjust hours to accommodate the needs of the role and ABNC program scheduling;
- Passionate about nature and working with a great group of people while having fun;
- Be a Canadian citizen, permanent resident, person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- Have a valid Social Insurance Number and be eligible to work in Canada

The position requires candidates to:

- Have a valid BC Driver's License and be willing to provide a driver's abstract for review;
- Have or willing to obtain Occupational First Aid Level 1 (or acceptable equivalent);
- Proof of double covid vaccination is required, due to working with vulnerable populations;
- Provide a Criminal Records Check for working with children and vulnerable adults;
- Work indoors and outdoors during all seasons and types of weather in both independent and team settings;
- Be physically fit to be able to work at outdoor events, including standing and walking for long durations, lifting equipment, climbing ladders etc.;
- Current Serving it Right Certificate is an asset (over the age of 19)

Please apply by emailing your resume and cover letter '*stating why you would be an ideal fit for this role*' attention of Chelsea Hubbard at: programs@abnc.ca by **April 22, 2022**.

Applications will be reviewed as received and interviews will be held accordingly. **Please state "Public Outreach and Event Assistant" in your email subject line.**

ABNC is an equal opportunity employer that encourages people of visible minorities, First Nations/Aboriginal individuals, newcomers and immigrants, members of the LGBTQ community, people of diverse abilities, and members of other underrepresented communities to apply.

We want to thank everyone who applies for this position in advance. Only successful applicants will be contacted for interviews.