

The BRBC has received an approval under Summer Temporary Employment Program (STEP) to hire a student for a temporary job for this summer (May – September 2019). To be eligible for this position, the candidate should be:

- 💧 Attending post-secondary education institution
- 💧 A Canadian citizen, a permanent resident, or protected person under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada.
- 💧 International students and Temporary Foreign Workers are not eligible for STEP.
- 💧 Resides and/or attends school in Alberta with an Alberta address
- 💧 Returning to a post-secondary institution no later than November 1.
- 💧 Must be enrolled in a program that will result in a Certificate, Diploma, or Degree. Technical training for Apprenticeship is not eligible
- 💧 Is available for full-time summer employment
- 💧 Participates in only one STEP position during the summer
- 💧 Not currently employed in the organization
- 💧 Not immediately related to the owners or staff responsible for hiring in the organization

### **Job Description**

This position offers a wide variety of tasks in the office and outside in the field. The Watershed Planning Assistant will have opportunities to learn from experience working with knowledgeable volunteers and staff on diverse and complex subject matter with regards to the Bow watershed and water management. The position offers 37.5 hours per week to help in both day to day activities and in smaller projects which will require good use of time management, independent research and to have fun while doing it. The role does require some flexibility as there will be opportunities to participate outside of normal working hours/days.

- 💧 This job provides the student an opportunity to engage in all aspect of BRBC's work including working with and supporting the efforts and initiatives of stewardship groups;
- 💧 Build and foster networks and relationships with stakeholders within the Bow Basin Watershed and other watersheds;
- 💧 Attend BRBC Standing Committee meetings and prepare meeting proceedings, briefs and report as and when necessary;
- 💧 Provide support to Stewardship groups in the basin in their efforts in the watershed management including activities in the field (bio-engineering projects).
- 💧 Provide support in organizing the BRBC electronic filing system and database.
- 💧 Provide support in editing and formatting of the BRBC documents, a good desktop skill is an asset.
- 💧 Provide support in converting and populating archived data in electronic program and software.
- 💧 Provide support in developing Standard Operating Procedures (SOP) to classify project and operation related expenditures.

- 💧 Plan and research necessary components for field trips and potential workshops as well as support implementation
- 💧 Provide logistic supports in organizing meetings, workshops and field activities.
- 💧 Any other tasks as assigned

### **Qualifications**

- 💧 A full time student going back to school in the fall
- 💧 A background in Environmental Sciences is an asset.
- 💧 Knowledge, interest and exposure to water and environmental issues
- 💧 Good working knowledge of MS Office suite, Outlook and PowerPoint
- 💧 Knowledge of GIS tools is an asset
- 💧 Good understanding of Social media
- 💧 Self-motivated person with an ability to take initiative with minimal supervision and external support
- 💧 Ability to work in a collaborative team environment and lead by example
- 💧 Ability to work independently and within a team setting
- 💧 The maximum length of this position is 3 months and must start no later than 1<sup>st</sup> of June.

The BRBC invites application from eligible students. Please email your expression of interest and a CV by 30th<sup>th</sup> of April 2019 to Medini Prasai ([medini.prasai@calgary.ca](mailto:medini.prasai@calgary.ca)).

**We thank all applicants for their interest, however only those candidates shortlisted for interviews will be contacted.**