



**wildsight**  
Kimberley | Cranbrook

## **WE'RE HIRING: SUSTAINABILITY ASSISTANT**

Are you a College of the Rockies student looking for part time employment that works around your schedule? Do you have a passion for the environment and are interested in gaining experience with a local non-profit organization?

We want to hear from you by Tuesday September 14. Read on to find out why we are hiring.

### **JOB RESPONSIBILITIES:**

The *Sustainability Assistant* will become part of the Wildsight Kimberley/Cranbrook team and work toward the common goals of the organization. The main responsibilities will include assisting the Sustainability Coordinator, Branch Manager, and Communications & Fundraising Coordinator with tasks essential to the function of:

- The [Apple Capture](#) project:
  - Liaise with fruit tree owners, project volunteers and partner organizations;
  - Assist in the maintenance of harvesting & processing equipment, and the Tree Share Map;
  - Assist in the coordination of volunteer activities and Pick & Press events.
  
- The [Kimberley Community Garden](#):
  - Enhance our volunteers' and general public's understanding of sustainable food practices;
  - Facilitate tours for public interest groups and school as needed;
  - Help plan and deliver volunteer work bees and workshops;
  - Aid in garden development and maintenance.
  
- General:
  - Engage the community/volunteers regarding waste reduction measures.
  - Assist with marketing/outreach using educational displays and interactive activities for community events;
  - Assist with planning and implementing community events such as Wild Ideas and annual fundraising events;
  - Attend Wildsight Kimberley Cranbrook monthly board meetings.

## **SKILLS & QUALIFICATIONS:**

- Interest in local food and sustainable practices,
- Interest in Wildsight Kimberley Cranbrook's local initiatives,
- Good interpersonal and communication skills,
- Ability to work alone, in a team environment, and with volunteers,
- Flexibility, creativity, and strong time management skills.

## **MUST HAVES:**

- Be a post-secondary student at College of the Rockies and aged 16 or older before the start date. Preference will be given to students in programs related to Education, Environmental Sciences, and Horticulture.
- Hold a current Occupational First Aid Level 1 certification or commitment to be certified.
- Be able to travel to the Kimberley office for work and within Kimberley and Cranbrook for tasks.
- Be willing to work evenings and weekends when necessary.
- Have computer and internet access.

The position is based on 180 hours starting the week of September 20, 2021 and ending the week of April 15, 2022. Work hours are flexible with the student's schedule and expected work tasks. Hours range from 1 – 15 hours per week and pay is \$17/hr.

To apply please send your resume and cover letter to Andrea Chapman at [kimcran@wildsight.ca](mailto:kimcran@wildsight.ca). Applications must be received by Tuesday September 14 at 10:00 AM in order to be considered. Only those candidates invited to an interview will be contacted.

### ***About [Wildsight Kimberley Cranbrook](#):***

[Wildsight Kimberley/Cranbrook](#) empowers environmentally responsible citizenry and strives to support a conscious local economy. We aim to provide consistent and ongoing leadership by engaging and listening to the concerns of the community, then responding with care, insight and innovation.

Our non-profit focuses on initiatives that support environmental conservation, education and regeneration. Working closely with the communities of Kimberley and Cranbrook, we aim to inspire positive relationships with the environment. As a branch of Wildsight, we protect biodiversity and encourage sustainable communities.