



wildsight
Kimberley | Cranbrook

WE'RE HIRING: PROGRAM ASSISTANT

Are you curious about environmental sustainability, food security, and community building? If you said “YES!” and are between the ages of 16 and 30, the Wildsight Kimberley Cranbrook Branch has a summer job just for you!

We are currently seeking a self-motivated/enthusiastic individual to serve as our full time Program Assistant for the summer season - From May through to August, with potential to extend into the fall.

The ideal candidate would enjoy taking part in a diverse range of community projects, while working alongside the Wildsight team of staff, contractors and volunteers.

Applications are due by 9am on February 19, 2025. Read on to learn more about this opportunity.

JOB RESPONSIBILITIES:

The *Program Assistant* aids program supervisors in all Wildsight Kimberley Cranbrook conservation, education, and regeneration initiatives, and is given the opportunity to lead a small project that builds on their interests and strengths. The role has a diverse list of responsibilities that build a wide array of experience, comfort with organizing schedules, connecting with the community, and understanding the inner workings of a non-profit organization. There is a nice balance of outdoor and indoor tasks in this position which include:

Conservation

- Assisting with park maintenance, including invasive species removal and structural maintenance.

Education

- Aiding in outdoor children’s education, helping lead program activities in forested and urban settings.
- Attending community events with outreach materials to connect the public with our activities.

Regeneration

- Assisting all produce growing responsibilities from planning to harvesting, and aiding in pre planning for our fall community apple program.
- Assisting with set up, and take down of the weekly Kimberley Farmers Market as well as delivery of the Nutrition Coupon Program.

The successful candidate is expected to emanate a positive can-do attitude and willingness to learn. They will become part of our team by attending Monthly Team Meetings and Board Meetings, as well as partaking in weekly check in's. The *Program Assistant* is essential to the success of our programs.

REQUIREMENTS

- Demonstrated interest in environmental issues and community building.
- Demonstrated capacity for self-directed and unsupervised work.
- Demonstrated ability to communicate with a variety of different ages and backgrounds.
- Ability to work flexible hours including evenings and weekends when necessary.
- Possession of a valid Driver's License and access to a vehicle for some tasks.
- First Aid/CPR certification or commitment to certify.
- **Must be between 16 and 30 years of age at the start of employment.**
- **Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.**

This staff position is anticipated to start on May 6 for 35 hours/week concluding by August 31, 2025 with the potential to be extended into the fall. While many of the regular tasks will be carried out in Kimberley, we do encourage those from Cranbrook (and other local communities) to apply. Starting wage is \$19.00 per hour plus 4% vacation pay. Applications are to be sent via email to kimcran@wildsight.ca by 9am on February 19 2025 to be considered.

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.

Check out our programs [here](#)!