

Job Title: Policy and Program Development Intern

Application Deadline: August 25th, 2017

Potential Start Date: September 2017, pending approval of external funding

Status: Full-time temporary (12 months)

Rate of Pay: \$18/hour for 37.5 hours per week

Location: Sault Ste. Marie, ON



Catalyst for research and response

The Invasive Species Centre (ISC) is a not-for-profit organization established to prevent and reduce the spread of invasive species that harm Canada's environment, economy and society by connecting with a broad array of stakeholders to catalyze invasive species management and communicate policy and science knowledge. The Invasive Species Centre was created as a model of public and government cooperation and collaboration in response to invasive species.

We are currently recruiting a hard-working, and dedicated individual who is passionate about ecosystem health and the environment to fill the position of **Policy and Program Development Intern**.

Position Summary:

The Policy and Program Development Intern will support the overall goals of the Invasive Species Centre, including: assistance with the Invasive Species Centre grant program; consolidating scientific information; drafting technical reports; communicating information using web-based platforms; and assisting with meeting and event organization.

Key duties and responsibilities:

- Provide assistance with the Invasive Species Centre grant program.
- Manage and update a database of projects funded by the Invasive Species Centre.
- Help to interpret and disseminate scientific and economic research, and draft documents that are intended for a broad audience using plain language.
- Communicate scientific information through web-based platforms.
- Draft literature reviews and research reports on priority invasive species that threaten Canada.
- Assist in organizing events and meetings including: scheduling, developing agendas and invitations, and helping to run meetings.
- Occasional travel may be required.

Required Skills and Experience:

- Preference will be given to applicants with degree or diploma in science, including environmental science, forestry, geography or related natural science disciplines, or an acceptable combination of education that includes science, public policy, economics or business.
- Microsoft Office, particularly Word, Excel and PowerPoint experience is required. Previous experience working with websites or databases will be an asset.
- Knowledge of invasive species issues an asset

Other Requirements:

- Graduated within the last three years from an accredited college or university from a post-secondary degree or diploma program
- First time employment in the candidate's field of study
- Must disclose previous participation in internship programs
- Legally entitled to work in Canada

The Invasive Species Centre is an equal opportunity and accessible employer. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.

Please submit your cover letter and resume, which must include your education and work experience history to:

David Nisbet, Partnership and Science Manager
Invasive Species Centre
1219 Queen St East.
Sault Ste. Marie, ON P6A 2E5
Email: dnisbet@invasivespeciescentre.ca

We thank all those who apply, however only those selected for an interview will be contacted. No telephone calls please.