



#102-2957 Jutland Road,  
Victoria, B.C. V8T 5J9  
Toll Free: 1-800-387-9853  
Local: 250-940-9780

## **Job Description**

### **Conservation Special Projects Officer**

#### **About HCTF**

HCTF delivers a broad range of conservation granting programs that benefit fish and wildlife and their habitats in BC. HCTF funding enables organizations to address priority conservation issues and management needs to maintain and enhance the health and biodiversity of British Columbia's fish, wildlife and their habitats so that people can use, enjoy, and benefit from these resources.

#### **Position Overview**

There is currently 1 full time summer student position based in the Victoria office. The position is expected to be for 4 months from approximately May – August 2024.

The Conservation Special Projects Officer is part of the Biology team and reports to the Conservation Lands Program Coordinator. The Biology team is responsible for coordinating and implementing the full suite of conservation grants managed by HCTF.

#### **Key Activities**

This position will take on a number of tasks projects in order to advance HCTF's mission and strategic plan. The focus will be on conservation lands programs, but tasks may relate to other programs or initiatives as well. Projects may include or be related to the following:

- Support updates to the Conservation Lands granting program. This is a program HCTF has run for many years that is currently being revised and streamlined. This position will assist with updating processes and documents to make them more effective and efficient
- Updating information within HCTF's Acquisitions database and conduct related analysis
- Assist with coordinating field days for the HCTF Board meeting taking place in northern BC
- Find stories and photos for social media and blog posts from HCTF project achievements
- Assemble information from project reports and upload to website for the public
- Reviewing reports and photos from HCTF fish and wildlife projects across BC to assess effectiveness in achieving conservation outcomes
- Scan paper documents into HCTF's electronic filing system
- Assist with developing a strategy to engage secondary students in the environmental sciences
- Various tasks and projects emerging from the objectives in HCTF's strategic plan, available here: [https://hctf.ca/wp-content/uploads/2022/03/HCTF\\_Strategic\\_Plan\\_2022-2027-WEB.pdf](https://hctf.ca/wp-content/uploads/2022/03/HCTF_Strategic_Plan_2022-2027-WEB.pdf)

#### **Contributes to the Foundation Team**

- Supports a culture that reflects Foundation values of exceptional performance, continuous improvement, and ongoing learning and development;
- Contributes to open and effective communication links between staff and the management team;
- Maintains current knowledge of conservation issues for fish, wildlife, and their habitats and identifies ways for HCTF to achieve strategic priorities through our grant programs; and
- Supports a healthy and safe working environment.

Compensation: \$26.07 per hour

This is a union position with a classification of Scientific/Technical Officer (BCGEU Grid 9, Step 1).

## Qualifications

### Conservation Special Projects Officer

#### Education and Experience

- Working towards a diploma or degree in a field related to the responsibilities of this position such as Environmental Science, Biology, Fish and Wildlife Technician, Renewable Resources, or Sustainable Resource Management.

#### Knowledge, Skills and Abilities

- Taking initiative to find creative solutions to achieve organizational outcomes;
- Excellent time management with the ability to prioritize tasks and meet program timelines;
- Attention to detail in a dynamic work environment;
- Work efficiently on multiple projects both independently and as a team.
- Skills, comfort and willingness to learn a number of online systems and databases

#### Preference may be given to applicants with one or more of the following:

- An understanding of conservation issues in BC
- Knowledge or experience working/volunteering in the environmental or conservation sector
- Experience with data management and online systems

#### Behavioral Competencies

See [https://www2.gov.bc.ca/assets/gov/careers/for-job-seekers/about-competencies/competencies\\_bc\\_public\\_service\\_list.pdf](https://www2.gov.bc.ca/assets/gov/careers/for-job-seekers/about-competencies/competencies_bc_public_service_list.pdf)

- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.