

A Rocha Canada Brooksdale Environmental Centre

Position Title: Assistant Site Manager

Anticipated 2 positions pending funding approval.

Position(s) will be funded by Canada Summer Jobs grant and are contingent on funding approval.

POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start and End Date:	Early May to August (16 weeks).
Hours/Days Worked:	Full time (5 days/week, 40 hours/week, Tuesday to Saturday).
Wage:	\$14.65 per hour.
Closing Date:	May 18, 2019, or until the position has been filled.

POSITION FUNCTION

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision the transformation of people and places by showing God's love for all creation.

A Rocha Canada Brooksdale Environmental Centre is one of the most dynamic environmental centres in North America. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, an organic farm, and heritage houses. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The Assistant Site Manager works in collaboration with the Brooksdale Site Manager and other Brooksdale staff in assisting with the general operations, site maintenance, and upgrades of Brooksdale Environmental Centre, a 1930s Heritage Site. The Assistant Site Manager also works alongside the conservation team in habitat restoration projects along the Little Campbell River.

WORKING RELATIONSHIPS

Reports directly to the Brooksdale Site Manager. Provides orientation and supervision to Volunteers.

DUTIES AND RESPONSIBILITIES

- Maintain heritage site records of three registered heritage buildings.
- Assist in managing maintenance and repairs of onsite buildings and grounds.
- Engage in small building projects (e.g. signage and kiosk construction, trail construction and maintenance, raised beds and irrigation system in demonstration garden).
- Design, implement, and maintain heritage and natural landscaping with sustainable practices.
- Research and install energy-saving measures and devices.
- Orient and supervise volunteers involved in maintenance.
- Work alongside the conservation team in habitat restoration projects along the Little Campbell River
- Work in collaboration with Brooksdale staff for other onsite activities as needed.

WORKING CONDITIONS

Work takes place indoors and outdoors at Brooksdale Environmental Centre. The Assistant Site manager is required to work in all weather conditions. Work in extreme weather conditions may be required. Shared indoor office space is provided at Brooksdale, though the Assistant Site Manager will be required to communicate with other Brooksdale staff to avoid space conflicts.

QUALIFICATIONS AND SKILLS

Experience:

- At least one year construction and/or landscaping an asset.
- Experience in landscape management and/or restoration work an asset.
- Experience and/or education in sustainable design an asset.
- Experience working within the not-for-profit sector an asset.
- First Aid and CPR certifications an asset..
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values an asset.
- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

Skills:

- Intermediate level hand and power tool skills.
- Intermediate Microsoft Office and/or Google suit experience.
- Demonstrated communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally; excellent collaboration and group leadership skills.
- Strong organizational skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be physically fit, able to lift 50lbs.
- Demonstrated ability to work quickly, efficiently and calmly in high-stress settings for long hours in any weather and bring tasks to completion on time.
- Familiarity with A Rocha Canada's Vision, Commitments and Core Values.

Additional Eligibility Requirements:

Applicant must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations; and,
- obtain a Criminal Record Background and Vulnerable Sector check.

HOW TO APPLY

- Email, as a single PDF document, a cover letter and resume clearly detailing your experience and qualifications for this position to **Alain Boisclair-Joly** (alain.boisclair-joly@arocha.ca)
- Ensure your email subject line clearly refers to the **Assistant Site Manager** position.
- Ensure your name and the position title are included in the PDF file name.
- The application intake period will close at 11:59 PM on Saturday, May 4, 2019, or until the position has been filled.

A ROCHA CANADA BROOKSDALE: JOB POSTING
Assistant Site Manager

DATE
April 23, 2019

- Only applicants selected for interviews will be contacted. Please no phone calls or emails.
- The position(s) are contingent on Canada Summer Jobs funding approval.