



JOB POSTING

A Rocha Canada Brooksdale Environmental Centre Position Title: Conservation Residency Assistant

Note: Anticipated 1 position pending funding approval.

Note: This position will be partially funded by the Canada Summer Jobs grant, and is contingent on funding approval.

POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start/End Date:	Between May 7, 2025, to August 30, 2025 (8 to 16 weeks, subject to funding).
Hours/Days Worked:	Full-time (5 days/week, 35 hours/week, Tuesday to Saturday).
Wage:	\$19-\$21 per hour (depending on experience)
Closing Date:	Until the position has been filled.

POSITION FUNCTION

A Rocha is an international environmental conservation organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision a world where nature flourishes as people live equitably and sustainably.

A Rocha Canada's (ARC) Brooksdale Environmental Centre is a dynamic environmental centre with programs serving all ages and various ecosystems. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, heritage houses, and a farm implementing sustainable agriculture practices. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The Tatalu Conservation Residency (TCR) at Brooksdale Environmental Centre is a residential apprenticeship-style program focused on living out environmental stewardship in practical and holistic ways. Residencies include instruction and practical training in a concentration area – Conservation Science, Environmental Education, Sustainable Agriculture, or Food & Hospitality – yet they are so much more than work training! Residencies are an invitation into a community, way of life, and expression of faith that seeks the flourishing of both people and places.

The **Conservation Residency Assistant** works in collaboration with the TCR Coordinator and Assistant and other Brooksdale staff. A successful candidate for the position will live in residence with residential trainees, largely providing practical support in sustainable living practices.

WORKING RELATIONSHIPS

Reports directly to the **TCR Coordinator** and **Assistant** and works in close collaboration with the Brooksdale staff team. Provides orientation to residents and supervision to Volunteers.

DUTIES AND RESPONSIBILITIES

- Provide welcoming hospitality and orientation to residents. The candidate will be directly involved in maintaining a healthy environmental impact on the local food systems by helping manage the food and hospitality schedule, cooking rhythms, and food stock for the program.
- Provide Hazelmere House operations support.
- Assist in coordinating the alumni retreat and assisting with other events as needed.
- Support in keeping the cleaning standards for Hazelmere house.
- Prepare meals for residents as needed, and help with cooking and preserving.
- Sitting in on program sessions and community nights.
- Generally supporting the team with other program projects.
- Living in the TCR house during employment is a possibility. If possible and agreed between A Rocha and the chosen applicant, the Assistant will live in residence with the residents – largely providing practical support in the house. The Assistant will help set the ‘tone’ and feel of community in the house.
- In addition, the candidate will have opportunities to participate in conservation residency teaching sessions.
- Collaborate with Brooksdale staff for other onsite activities as needed.
- Awareness and adherence to A Rocha Brooksdale’s Health and Safety Protocols.

QUALIFICATIONS AND SKILLS

Work takes place indoors and outdoors at Brooksdale Environmental Centre. Working hours might follow specific events and hours may vary. The **Conservation Residency Assistant** 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** will be required to communicate with other Brooksdale staff to avoid space conflicts and to abide by Health and Safety protocols.

QUALIFICATIONS AND SKILLS

Experience:

- Experience working with cooking and food preparation is an asset.
- At least one year in hospitality or customer service is an asset.
- Experience working within the not-for-profit sector is an asset.
- First Aid and CPR certifications are an asset.
- Food Safe Certification preferred.
- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

Skills:

- Familiarity with kitchen equipment.
- Intermediate Microsoft Office and/or Google Suite 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 50 lbs.
- 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.

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 employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada following 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 **A Rocha BC HR** (bc.hr@arocha.ca)
- Ensure your email subject line clearly refers to the **Conservation Residency Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- Please also state in your email whether you meet the **eligibility requirements**.
- 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**.