



## Conservation Intern

**Job title:** Conservation Intern  
**Position type:** Full time, One Year  
**Position location:** Toronto  
**Supervised by:** Director, Finance and Operations  
**Application closing date:** 9 November 2018  
**Interviews:** December 2018 to January 2019  
**Position start date:** February 2019  
**Salary:** \$39,300 per year with health benefits

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### Position Summary:

The WCS Canada Conservation Intern is a one-year internship position designed for a recent Master's graduate with a passionate interest in conservation. The position will provide an immersive experience working within the management structure of a science-based conservation organization dedicated to conserving wildlife and wild places in Canada. The Conservation Intern will provide program support to WCS Canada's three landscape programs, support WCS Canada's outreach and communications, and administrative support to the WCS Canada W. Garfield Weston Fellowships Program. The successful applicant will gain practical work experience ranging from providing research support and general assistance to staff scientists, to administering a funding program, managing web content, and providing general communications support.

### Position Objectives:

- 1) Provide research, communications and administrative support to WCS Canada's three landscape programs in northern [Ontario](#), [Yukon](#), and the [Beaufort Sea](#).
- 2) Provide administrative and communications support to the WCS Canada [W. Garfield Weston Fellowship Program](#).
- 3) Provide administrative and research support to WCS Canada's management team and conservation programs as needed.
- 4) Gain experience and develop skills that will support the development of a long-term career in conservation.

### Principal Responsibilities:

#### Landscape Programs

Provide program and administrative support to staff within WCS Canada's three landscape teams, including:

- Research, i.e., literature searches and reviews, data sourcing and compilation, report writing and preparation.
- Development of communication materials.
- Planning and logistics for meetings and workshops.
- Field work planning and logistics when needed.

#### W. Garfield Weston Fellowship Program

Provide administrative support to the W. Garfield Weston Fellowship Program ensuring tasks and timelines are met, including:

- Track the submission of Fellowship applications.
- Administer the review of Fellowship applications by WCS Canada staff.
- Administer Fellowship notifications to successful and unsuccessful applicants.
- Provide administrative support with the development of grant agreements for successful applicants.
- Assist with the administration of Fellowship reporting.
- Administer the Fellowships tracking database.

- Assist with developing a Fellowship Alumni Program.
- Provide other administrative assistance in relation to the Fellowship Program as needed.

### General

Provide assistance to the management, digital communications, fundraising and program teams as needed. This may include:

- Research support and literature reviews.
- Contributing to the development of social media and website content.
- Assisting with the planning and logistics of meetings, workshops and other events.
- Assistance with fundraising research and the preparation of funding proposals and reports.

### **Required Qualifications and skills:**

- Recent graduate from a Master's program in conservation or related field.
- Strong scientific background.
- Passion for the conservation of wildlife and wild lands and a strong interest in the role of science for achieving positive conservation outcomes.
- Highly motivated with a "can-do" attitude.
- A strong belief in the importance of science communication to connect people with nature.
- Adaptable with a willingness to take on a wide variety of tasks.
- Organized with excellent verbal and written communication skills.
- Able to work independently and with team members in remote locations.
- Proficient with Microsoft Word, Excel and PowerPoint.
- A high comfort level with using social media.
- Familiarity with photo and video editing software an asset.

### **To Apply:**

Apply through our online system [here](#).

All applicants must submit a cover letter, resume/cv, the names of three references, and a relevant example of written work.

### **Questions?**

Any questions about the position can be sent to [wccanadahr@wcs.org](mailto:wccanadahr@wcs.org) with the subject "Conservation Intern".

### **About WCS Canada**

*WCS Canada was established as a Canadian conservation organization in July 2004. Our mission is to conserve wildlife and wildlands by improving our understanding of and seeking solutions to critical problems that threaten key species and large wild ecosystems throughout Canada. We implement and support comprehensive field studies that gather information on wildlife needs and then seek to resolve key conservation problems by working with a broad array of stakeholders. We also provide technical assistance and biological expertise to local groups and agencies that lack the resources to tackle conservation concerns. WCS Canada is independently registered and managed, while retaining a strong collaborative working relationship with sister WCS programs in more than 55 nations, including an integrated North America Program. The Wildlife Conservation Society ([www.wcs.org](http://www.wcs.org)) is a recognized global leader in conservation and for more than a century has worked in North America promoting actions such as bison reintroduction, pioneering field studies, parks creation, and legislation to protect endangered wildlife.*