



APPENDIX "A" JOB DESCRIPTION

Official Title: KBA Intern
Program: National Conservation
Project: KBA Conservation Program
Position Location: Ontario (Remote)
Term: May – August 2021, Part-time
Salary: \$16 per hour
Position Level: SCI 4
Date written/revised: March 25, 2021
Reports to: Jaime Grimm, KBA Research Associate
Supervises: Not applicable
Deadline for Applications: Friday April 30, 2021

Position Summary:

The WCS Canada KBA Intern is a 16-week internship position (with the possibility of extension, pending funding) designed to provide undergraduate or graduate, university and college students a paid accredited internship position to advance their scientific skill sets, and passionate interest in conservation. The position will provide an immersive experience working within the structure of a science-based conservation organization dedicated to conserving wildlife and wild places in Canada. The KBA Intern will provide program support to WCS Canada's Key Biodiversity Areas Program. The successful applicant will gain practical work experience that fosters environmental stewardship through providing administrative, research and communications support to the KBA team.

Position Objectives:

This position will support the WCS Canada KBA Program through the following primary objectives:

1. Provide research, communications and administrative support to WCS Canada's Key Biodiversity Areas Program
2. Gain experience and develop skills that will support the development of a long-term career in conservation.

Principle Responsibilities:

Provide program and administrative support to staff and contractors in WCS Canada's Key Biodiversity Areas program, including:

- Research, i.e., literature searches and reviews, identification of experts and stakeholders through web searches, data sourcing and compilation, proposal writing and preparation.
- Development of communication materials, including social media and website content.
- Planning and logistics for meetings and workshops (including those in virtual settings).

Qualifications:

- Eligible to work in Canada.
- Must be enrolled in a post-secondary institution, preferably in a Master's program related to conservation or a related field. Undergraduate students with research experience are encouraged to apply.
- Familiarity with threatened species designations preferred (e.g. assessments by COSEWIC, IUCN Red List and NatureServe)
- Strong scientific background and research experience
- 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.

Additional Information:

This position is supported by the ECO Canada Student Work Placement Program. To qualify for funding support from this program, candidates must be:

- Currently enrolled in a post-secondary institution and will return to school in September 2021.
- Eligible to work in Canada.
- Have not participated previously in a federal youth employment or education program.

For more information on eligibility requirements please visit: <https://www.eco.ca/employment-programs/student-placement/>

How to Apply:

Please send your CV with a cover letter explaining your qualifications related to this role through the Fitzii application portal.

Requests for accommodation can be made at any stage of the recruitment process. Applicants need to make their requirements known when contacted. For questions regarding the application process please contact tdias@wcs.org.

Deadline for applications: Friday April 30, 2021.

About WCS Canada:

WCS Canada (www.wcscanada.org) was established as a Canadian conservation organization in July 2004. We are committed to championing accessibility, diversity, and equal opportunity. Our mission is to conserve wildlife and wild places 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 Wildlife Conservation Society (WCS) programs in more than 60 countries.