



**Position Overview:**

Island Conservation Canada, a project of Tides Canada Initiatives (TCI), is a science-driven project dedicated to preventing extinctions and protecting natural ecological and evolutionary processes on islands. The project integrates and applies research, priority-setting, education, capacity-building, conservation action, monitoring and evaluation.

Island Conservation Canada works closely with Island Conservation in Santa Cruz, California. Island Conservation is an international non-profit with offices in the USA, Chile, Ecuador, Australia and the Bahamas. The mission of Island Conservation is to prevent extinctions by removing invasive species from islands.

This position will report to the North American Regional Director of Island Conservation Canada, providing support for Island Conservation Canada's program throughout North America and its territories. The North American Regional Director and the Regional Specialist are based in Kelowna, British Columbia. In support of the North American Regional Program goals, this position will also work closely with TCI and Island Conservation staff.

The Regional Specialist will assist the Regional Director in managing the North America Regional Program. This will include integrated planning, fundraising, communications, projects and meeting logistics with different agencies of the United States and Canadian governments in addition to other NGOs, First Nations communities, private corporations, vendors, foundations and donors.

**Anticipated Start Date:** March 1, 2012

**Location:** Kelowna, BC, Canada

**Salary:** To be determined (depending on experience) plus benefits.

**Key Responsibility Areas:**

- Assist the Regional Director in development and implementation of the Regional plan for North America
- Work in close consultation with the Regional Director to conduct necessary research and identification of key groups, organizations, government agencies and individuals necessary to the regional program
- Identify and understand processes for securing private foundation and government source funding from Canadian and US entities and work in close collaboration with TCI to maintain contact and administrative processes for all outreach activities and project reporting requirements
- Assist in the preparation and submission of funding requests, grant reports and other donor materials
- Interact with other Conservation NGOs and agencies to establish appropriate relationships and meetings
- Assist the Regional Director with the logistics of regional program activities such as coordinating key multiparty meetings and travel, organizing VIP and donor trips, group visits into the region and/or office by partner organizations
- Prepare background and communication materials (handouts, PowerPoint presentations, etc) for partner meetings and outreach and ensure that materials meet the guidelines of Island Conservation Canada's communications policies
- Oversee the management of the Kelowna office with respect to communications, IT, utilities, equipment and supplies
- Provide support to the Regional Director in the preparation of expense reports and other administrative tasks, as necessary

**Qualifications Required**

- Bachelor's Degree

- Strong knowledge of Outlook, Word, Power-Point, Excel and other programs in a PC based office
- Experience in wildlife conservation program, project management and administration
- Experience with grant writing, report writing, fundraising, communications and administration is preferred
- Excellent organizational skills, ability to work independently and the ability to prioritize and meet deadlines
- Highly motivated, enjoys challenges and has the ability to solve problems with limited supervision
- Excellent interpersonal communication skills
- Excellent written and spoken English. French and Spanish language skills highly desirable
- Ability to improve systems, simplify processes and provide superior products
- Multitasker, all-terrain attitude toward a wide range of tasks
- Ability to perform efficiently under pressure
- Valid driver's license and passport

**How to Apply:**

Together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?
2. What interests you most about this position?
3. Based on our requirements, why are you a strong candidate?
4. Briefly tell us about your current/most recent job. Why are you looking for a change?

*Please send your resume and cover letter with your responses to the above questions to [jobs@islandconservation.org](mailto:jobs@islandconservation.org). Please type ICC Regional Specialist in subject field.*

For more information about Island Conservation Canada and Tides Canada Initiatives, please visit:

<http://tidescanada.org/support/island-conservation-canada/>

Island Conservation Canada is a Project of Tides Canada Initiatives Society (TCI),  
and the selected candidate will be an employee of TCI.

We will accept applications until the position is filled. No recruiters and no phone calls please.