

Job Title: Project Officer

Date Prepared: October 2024

TLC The Land Conservancy of BC is a charitable, membership-based land trust working to protect British Columbia's biological diversity. We are currently seeking a Project Officer to provide support while gaining experience working in the non-profit sector.

Position Overview:

The Project Officer will participate in TLC's field and remote covenant monitoring, assist with reporting and landowner correspondence administration, help plan and attend restoration initiatives and special events.

Desired skills

- Verbal and written communication skills
- Proficiency in Microsoft Office
- Understanding and experience with GIS software (ArcGIS Pro & Lens)
- Experience working/volunteering in environmental or conservation fields.
- Ability to work outside (sometimes in remote areas) in various conditions for extended periods of time.
- Strong attention to detail
- Experience communicating with the public (in-person, phone and email)
- Willingness to learn new things and take on new challenges

Duties and responsibilities:

- Occasional participation in on-site monitoring visits to TLC's covenant portfolio in the Greater Victoria area (and potentially further afield), including:
 - Collecting geographical data and creating maps using GIS software.
 - Identifying species within the Coastal Douglas-fir (CDF) biogeoclimatic zone.
 - Compiling site observations and assisting with annual monitoring reports.
- Support remote covenant monitoring using aerial imagery.
- Support in the delivery of public restoration and education events.
- Maintaining records and files as necessary to fulfill the duties of the position.

Interested candidates should e-mail their resume and cover letter, with "Project Officer" in the subject line to admin@conservancy.bc.ca by October 28 at 9 a.m.

Hourly wage rate of \$25.00/hour. This is a part time, temporary position based on 16 hours per week until April 25, 2025. We thank all applicants however only those shortlisted will be contacted.