



## **Manitoba Important Bird Areas Program Assistant**

The Manitoba Important Bird Area (IBA) Program is hiring a Program Assistant. This position is based out of Winnipeg and includes travel to various IBAs in southern Manitoba. The position is a 460-hour full-time contract at \$13/hr - start date late May/ early June 2021.

For more information on the Manitoba IBA program, visit: <http://importantbirdareasmb.ca>.

### **Responsibilities**

Working closely with the IBA Coordinator, the responsibilities of the Program Assistant are to:

- monitor the endangered Chimney Swift in urban areas of Manitoba, especially Winnipeg;
- monitor populations of threatened birds in Manitoba's IBAs;
- assist with species at risk monitoring blitzes in Manitoba's IBAs;
- assist with organising events and activities for the Manitoba IBA Program;
- provide outreach to landowners with the federally threatened bird species;
- research and develop educational materials for landowners and the general public to promote Manitoba's IBAs;
- represent the IBA Program at meetings, local events and festivals in southern and central Manitoba;
- data entry;
- assist with Manitoba IBA blog site and social media set-up;
- assist with volunteer and partner communications via email and phone;
- other duties as assigned.

### **Qualifications**

The successful applicant will have:

- A minimum of 2 years of post-secondary education in biology, conservation or environmental science degree / diploma program
- Knowledge of and demonstrated interest in the natural history of Manitoba
- A keen interest in, knowledge of and ability to identify birds in Manitoba
- Previous experience in environmental education and outreach is a strong asset
- Experience with & knowledge of Wordpress, Facebook and the Microsoft Office suite
- Exceptional written and interpersonal communication skills
- Strong organizational skills and attention to detail
- Ability to work well as a team and independently

**Interested in applying?**

Applicants must meet the following criteria to be eligible for the position:

- youth aged 15 to 29,
- living in Manitoba, and
- legally entitled to work in Canada.

**How to Apply:**

Interested applicants should forward their resume and short 1 page cover letter as 1 PDF file by email to the IBA Coordinator at [iba@naturemanitoba.ca](mailto:iba@naturemanitoba.ca) (Subject line: IBA Program Assistant) by Friday, May 14<sup>th</sup>, 2021. Applications will be reviewed as they are submitted.

Only those candidates selected for an interview will be contacted.