



Conservation Intern (summer position) Job Posting

Do you have a passion for nature and the environment? CPAWS Yukon is seeking a Conservation Intern to work with us during the summer of 2024. We have a lot of flexibility with this position and encourage individuals from a wide range of backgrounds and with varied interests to apply. As a member of our team, you will have the opportunity to work on a project of your choice that aligns with your own interests and our organization's mission. We will provide one-on-one mentorship, include you in all staff meetings, and invite you to campaign team meetings. Our goal is to provide an employment opportunity where you can flourish and develop skills to meet your career objectives while our team will teach you all about the workings of our non-profit organization.

In addition to this project, you will help arrange conservation focused events in the Yukon and will be the face of the organization at our weekly booth at the Fireweed Community Market. Much of the work requires you to take initiative and be self-directed, while our team is always available to answer any questions and assist you with the project and outreach activities.

Reporting to the Operations Manager, the Conservation Intern will perform the following major duties:

Personal Project (65%)

- Work with the Operations Manager and campaign staff to develop a project to be completed over the course of the internship. To ensure that you receive the maximum benefit from this summer employment, we will work with you to tailor this project to an area of your interest and/or study. The project needs to have a clear benefit to our organization and our current campaigns but is very flexible otherwise.
- CPAWS Yukon will choose the best mentor for your project once you have decided on the topic. This could be a member of our Conservation team, Community Outreach team, or Communications team.
- A project that benefits our organization and aligns with your interests is generally acceptable. Here are a few examples of past intern's projects:
 - a desktop research project;
 - creating a brochure or media campaign about a certain area or campaign;
 - a series of blog posts, written report, or story map highlighting a conservation issue;
 - GIS project;
 - a photography, videography, or art project;
 - a project that involves the community in our campaigns.

Note that the project will usually not involve any fieldwork.

Public Outreach (25%)

- Represent our organization with a booth at the weekly Fireweed Community Market.
- Assist the Communications Team and Outreach Team with public outreach work.

- Arrange an event in Whitehorse, and possibly in one of the communities.

General (10%)

- Attend weekly staff meetings
- Attend other CPAWS Yukon meetings to learn more about our current campaigns and how we work as a non-profit organization.

Duration. This position is for a maximum of 16 weeks (12 weeks minimum). The earliest start date is May 6, 2024 and the final day of employment can't be after August 30, 2024.

Hours & Pay. This is a full-time position (30-37.5 hours/week) with a \$20.00/hour wage, plus 4% vacation pay, paid Statutory Holidays, and sick leave.

Eligibility. The wage subsidy programs we use to help pay for this position require candidates to:

- be a student (attended a secondary, post-secondary or vocational school full-time during the current academic year for at least 1 semester) from anywhere in Canada between 15 and 30 years of age at the beginning of the employment period **or** be a youth who is not also a student between 15 and 25 years of age and has been a Yukon resident since March 1, 2023; and
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

We will give extra consideration to people who self-identify as First Nations, Métis or Inuit.

Schedule. Regular office hours are 9am-5pm, Monday through Friday. CPAWS Yukon offers flexible work arrangements, including the possibility to work some days from home.

About CPAWS Yukon's office. The CPAWS Yukon team consists of nine passionate people and two office dogs. Our office is located in a bright, modern space in downtown Whitehorse next to a city park and close to the Yukon river. This welcoming place shows the history of our organization, is accessible, and includes a couch room (a.k.a. meeting room), kitchen, and bike storage.

Hiring process and timeline. Applications will close at midnight on Sunday February 11, 2024 and we aim to meet the following target dates:

- Applications are reviewed in the week of February 12 and interviews will be scheduled between February 21 and March 1.
- We aim to offer the position to the successful candidate before mid-March.
- There will be one interview. Interviews will take approximately 45-60 minutes and can be in person at our office or online.

Only those candidates selected for an interview will be contacted.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

How to apply.

Please send your cover letter and resume by email to internhiring@cpawsyukon.org. Cover letters are important, as they allow us to learn about who you are, what motivates you and what makes you a perfect fit for the job.

Questions? Contact the hiring committee at internhiring@cpawsyukon.org or call 867-393-8080 ext. 5
