



Alberta Endangered Pine Project Assistant

We are seeking an organized, dedicated, and quality-driven team member with a strong background in applied conservation biology and terrestrial ecology. In this role, you will support the Alberta Project Manager in all aspects of whitebark and limber pine restoration, recovery planning, and implementation across multiple scales. This position offers the opportunity to collaborate with diverse partners to advance endangered pine recovery in Alberta and beyond.

This hybrid role combines office and field work, offering the opportunity to gain hands-on experience in endangered pine restoration while learning from leading experts. As part of the Whitebark Pine Ecosystem Foundation of Canada (WPEFC), you'll contribute to meaningful conservation efforts and help shape the future of Alberta's montane ecosystems.

Work Duties

The **Project Assistant** will support a range of administrative and field activities, including:

- Organizing logistics, equipment, and safety protocols for field operations.
- Collecting, analyzing, and managing spatial and non-spatial data.
- Writing reports, grants, and other program documents.
- Coordinating meetings, events, outreach efforts, and stakeholder communications.
- Assisting with project budgets and supporting program goals.

Field work occurs primarily from May to October in Alberta's mountains and foothills, including rural and remote areas. The remainder of the year focuses on planning, administration, and reporting. Remote office work requires a reliable phone and internet connection and a productive workspace.

About the Position

This is a 6-month contract with potential for extension and career growth for the right candidate. Training and mentorship will be provided, ensuring you are equipped to contribute effectively to the program. Preference will be given to candidates residing near work sites in Southern Alberta, including Pincher Creek, Lethbridge, Waterton Lakes National Park, Fernie, and surrounding areas.

We will work with the successful candidate to establish a flexible schedule that supports fieldwork demands during the field season and balances personal and organizational needs. Following a three-month probationary period, performance will be reviewed quarterly by the Alberta Project Manager and Executive Director.

This role offers a unique opportunity to make a lasting impact on the conservation of Alberta's montane ecosystems. If you're passionate about restoring endangered species and eager to grow your career in conservation, we encourage you to apply.

Work Environment & Responsibilities

- **Adaptability:** Candidates must be flexible, able to adjust priorities and decisions as circumstances change.
- **Work Schedule:** Flexible hours available under a 2-, 3-, or 4-week averaging agreement based on an averaged 40-hour work week.
- **Technical Skills:** Proficiency in Microsoft (or iOS equivalent) applications, database management, and GIS software (e.g., QGIS, ArcGIS, FieldMaps).
- **Field Work:**
 - Follow safety protocols and permit conditions in both field and office settings.
 - Collect spatial data using tablets and manage data and photos efficiently.
 - Navigate remote locations, including hiking in steep, uneven terrain with a full pack.
 - Participate in team-based, camping-based fieldwork.
 - Accommodations between shifts are the candidate's responsibility.
- **Equipment Maintenance:** Manage and maintain field equipment and vehicles, including inventory tracking and routine upkeep.
- **Budgeting and Planning:** Track project tasks and costs, with support, and assist in forecasting on a monthly or quarterly basis.
- **Decision-Making:** Balance short- and long-term priorities and integrate restoration plans across temporal and spatial scales.
- **Collaboration:** Maintain a professional and respectful demeanor when engaging with the public, contractors, partners, and agency staff.
- **Meeting Support:** Prepare agendas, presentations, and meeting minutes, and manage follow-up action items for stakeholder and partner engagements.

Health and Safety

OHS policies and procedures must be followed at all times, including public health guidance.

Work Duration

The position may start between April 1st and May 10th, 2025, and will continue for 6 months from the start date, with possibility of extension. Suitable candidates may be eligible for continued and future employment, including career development opportunities.

Work will average 40 hours per week over a 2, 3, or 4-week period, as agreed by the Project Manager, Executive Director and candidate. Work hours may be irregular or flex hours. Workdays may include weekends, statutory holidays and longer than typical days.

Skills and Abilities

- Able to perform physically demanding tasks in outdoor environments, including carrying equipment, hiking, and working in varying weather conditions.
- Strong work ethic and proactive approach to completing tasks on time and within budget.
- Ability to follow complex, step-by-step instructions.
- Skilled in balancing and prioritizing multiple tasks effectively.



- Diplomatic and respectful, with the ability to give and receive constructive feedback.
- Effective team player with strong interpersonal skills.
- Clear and concise communication, both orally and in writing, including online platforms.
- Self-starter with the initiative to work independently.
- Practical problem-solving skills applicable to field and office settings.
- Proficient at synthesizing complex information into clear reports, instructions, and presentations.
- Demonstrates sound judgment, integrity, and professionalism.
- Committed to continuous skill development.

Mandatory Qualifications

Education

- Completion of a post-secondary degree or equivalent at an accredited institution in the field of conservation biology, natural resource management or a related sector focusing on conservation biology. Proof may be required.
- English fluency: written, oral, comprehension.

Experience

- Strong experience in creating clear, concise, and accurate reports.
- Skilled in managing budgets and preparing detailed financial reports.
- Experience working with the public, government agencies, and diverse stakeholders.
- Minimum 1 year of backcountry travel experience including navigation, hiking distances with a heavy backpack, often in trail-less mountainous terrain, including in inclement weather.
- Minimum 2 years collecting accurate field data, including scientific data collection and following detailed protocols.
- Proficiency in QGIS, ESRI applications, Avenza, and MS Access.
- Competent in data collection using computers, tablets, or smartphones with expertise in spreadsheets, word processing software, and GPS tools.
- Experience driving 4WD vehicles in adverse conditions and basic maintenance, including checking fluids and changing tires.

Accreditation

- Valid full (non-restricted) driver's licence for Alberta with clean driving abstract.
- Occupational First Aid certification required with CPR-C

Beneficial Qualifications

Education

- Completion of an undergraduate degree or equivalent in conservation biology or related field.
- Completion of coursework or work experience in experimental design and statistical data analysis.
- Formal training in project management.

Experience and Skills

- Experience using MS Access and R.
- Progressively complex project management experience.
- Climbing experience.
- Experience using trailers and SxS/UTV.



- Conflict management skills.

Accreditation

- UTV/OHV certification is an asset.
- First Aid Transport Endorsement and Wilderness First Aid are assets.
- Defensive Driving Training.
- Bear Aware Training.

Compensation

The **Project Assistant** position offers a compensation range of \$30–\$35 per hour, based on relevant experience. Additional benefits include 6% vacation pay (equivalent to three weeks) and statutory holiday pay upon qualification.

A field vehicle will be provided for work use, and the candidate will be added to the insurance policy. Proof of eligibility is mandatory. Travel expenses between home and shift start and shift end, and accommodations between field shifts are not provided.

Staff may provide their own camping equipment, or the project manager can provide equipment upon request. Camping fees (where applicable) and limited hotel accommodation (where essential) will be covered, with receipts. Per diems and some cellular use allowance will be reimbursed per WPEFC policy.

How to apply

Email your cover letter, résumé, and contact information for 3 to 5 references to Jodie Krakowski, Alberta Project Manager at info@whitebarkpine.ca. In your cover letter, describe examples of your suitability rather than repeating information in your résumé. Submission of transcripts or diplomas/degrees, driving abstract, and other certifications may be required of short-listed candidates.

Only candidates short-listed for interviews will be contacted.

WPEFC Commitment

The Whitebark Pine Ecosystem Foundation of Canada is committed to employment equity, diversity, and a culture of respect and belonging. We encourage applications from all qualified candidates, including Indigenous people, people from racialized communities or visible minorities, people of any sexual orientation, gender identity or expression, and people with differing abilities.

Personal Information

In accordance with sections 5(2), 6, and 8(2), despite section 56, of the Personal Information Protection Act (PIPA), information voluntarily submitted or provided by the applicant will be used to evaluate prospective candidates and will be kept on file in a secured location for 2 years following the end of their employment, unless the applicant requests otherwise. Use of some information may be required for reporting to partner funding agencies.

