

HULLETT PROVINCIAL WILDLIFE AREA



THE FRIENDS OF HULLETT Non Profit Charitable Business # 871558227RR0001

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Friends of Hullett (FOH) manage the Hullett Provincial Wildlife Area (HPWA) in partnership with the Ontario Ministry of Natural Resources & Forestry (MNRF) and Ducks Unlimited Canada. FOH are currently accepting resumes for a **GIS and Wildlife Technician**. The successful candidate will have post-secondary education in natural resources with **some specialization in GIS**. They will assist with the management of the HPWA property and various projects of the FOH.

This **entry level environmental conservation position** will allow the candidate to develop their career with a diverse range of hands on experience. **Past employees have moved on to permanent positions** with MNRF and Conservation Authorities as a Fish and Wildlife Technician, GIS Technician and Forestry Technician.

Duties Include:

- Collecting biological field data and Arc GIS mapping
- Website design and administrative duties
- Recording and analyzing data/surveying and assessing habitats
- Preparing technical reports and writing funding applications
- Assisting Friends of Hullett Staff, volunteers and Board of Directors
- Interacting with partner organizations and the general public
- Health and Safety program development
- Social media networking
- Phragmites mapping and control
- Volunteer coordination ranging from young students to seniors
- Other duties as assigned

Required Skills:

- Vast knowledge of computer systems and a variety of software programs including Microsoft Office Suite, ArcView GIS and Outlook
- Possess superb communication and leadership skills
- Proficient at identifying native and introduced flora and fauna
- **Detail oriented and very able to work independently**
- Must have a Valid Class G license with clean driving record
- **Experience operating UTV, ATV and snowmobile**
- Working experience with GPS
- Ability to conduct field work in various terrains and inclement weather
- CPR, First Aid and Pleasure Craft Operators Card
- Chainsaw Operator Certificate is considered an asset
- Hunting Licence/PAL is considered an asset
- Mechanically inclined would be a great asset
- Tractor operation is considered an asset

This contract will start ASAP and no later than January 4/2021 with a December 31 2021 finish date. There is a possibility for a contract extension beginning **January 1 2022**. The successful candidate will earn \$17/hour and work 40hrs/week. The candidate will be expected to work some weekends and occasionally evenings. Resumes and cover letters are to be submitted to **Scott Austin - Marsh Manager** via email at fohmanager@tcc.on.ca **as soon as possible**.
Please Note: Only those selected for an interview will be contacted. Friends of Hullett is an equal opportunity employer.