OSOYOOS DESERT SOCIETY

Job Posting

Osoyoos Desert Centre Manager

TERM: Permanent position

REPORTING TO: Managing Director

DUTIES: The Desert Centre site conserves the diminishing South Okanagan Antelope Brush ecosystem. Every aspect of this position directly or indirectly relates to the conservation and wellbeing of the site.

Desert Centre Operations (50%)

- Train and supervise tour guides and volunteers
- Set seasonal tour times and operating times
- Maintain and update training manuals for tour guides and volunteers
- Liaise with Managing Director regarding volunteer recruitment, evaluations and volunteer appreciation events
- Research retail sale items, manage merchandising and inventory of Desert Centre gift shop
- Maintain and monitor security systems
- Monitor building and grounds maintenance projects and assist as needed
- Maintain cleanliness of site
- Monitor and purchase site supplies

Education Programs (25%)

- Keep current your knowledge of the antelope brush ecosystem and its importance to the South Okanagan landscape
- Coordinate lectures, workshops and special events. Liaise with Managing Director when necessary
- Conduct guided tours
- Liaise with Managing Director to develop educational exhibits, signage, tours and materials
- Assist with developing Winter Lecture Series
- Conduct Public outreach

Habitat Restoration, Conservation & Stewardship (25%)

- Coordinate Desert Centre habitat restoration projects
- Coordinate volunteer work parties
- Maintain spadefoot ponds, butterfly garden and bluebird nest boxes
• Oversee invasive weed control at the site
• Collect, clean and package native seeds
• Monitor previous Desert Centre restoration and conservation projects

Marketing & Communication

• Write items for the Desert Society newsletter, social media, website and other publications
• Coordinate group sales and school tour marketing

QUALIFICATIONS:

• Undergraduate degree or technical diploma in ecology, biology, education or related discipline or equivalent/relevant educational background and/or job experience
• Experience with managing people or being in a leadership role
• Knowledge of local habitat, flora and environmental issues
• Experience participating in field work and/or research projects
• Experience/comfort with interpersonal communication and speaking in front of groups
• Highly organized, motivated and self-directed
• Able to work independently and as part of a team
• Able to work a flexible schedule including some evenings and weekends
• Vehicle and valid driver’s license required

Clearly state which position you are applying for in your cover letter. Closing date for the Desert Centre Manager position is **February 14, 2020**.

Please send applications marked “Confidential” - to: Lee Mcfadyen, President, Osoyoos Desert Society
E-Mail: mariposaorgf@hotmail.com

Full job descriptions provided on request to above email address.