

**Job Title:** Conservation and Restoration Technician

**Date Prepared:** March 2025

---

TLC The Land Conservancy of BC is a charitable, membership-based land trust working to protect British Columbia's biological diversity. We are currently seeking a Conservation and Restoration Technician to provide support while gaining experience working in the non-profit sector.

**Position Overview:**

The Conservation and Restoration Technician will participate in TLC's field and remote covenant monitoring, assist with reporting and landowner correspondence administration, and help plan and attend restoration initiatives and special events.

**Desired skills**

- Verbal and written communication skills
- Proficiency in Microsoft Office
- Understanding and experience with GIS software (ArcGIS Pro & Lens)
- Experience working/volunteering in environmental or conservation fields.
- Ability to work outside (sometimes in remote areas) in various conditions for extended periods of time.
- Strong attention to detail
- Experience communicating with the public (in-person, phone and email)
- Willingness to learn new things and take on new challenges

**Duties and responsibilities:**

- Participation in on-site monitoring visits to TLC's covenant portfolio in the Greater Victoria area (and potentially further afield), including:
  - Collecting geographical data and creating maps using GIS software.
  - Identifying species within the Coastal Douglas-fir (CDF) biogeoclimatic zone.
  - Compiling site observations and assisting with annual monitoring reports.
- Support remote covenant monitoring using aerial imagery.
- Support in the delivery of public restoration and education events.
- Maintaining records and files as necessary to fulfill the duties of the position.
- Administrative duties such as landowner correspondence and follow-up.

Interested candidates should e-mail their resume and cover letter, with "Conservation and Restoration Technician" in the subject line to [admin@conservancy.bc.ca](mailto:admin@conservancy.bc.ca) by April 1 at 9 a.m.



Hourly wage rate of \$25.00/hour. This is a full time, summer position based on 35 hours per week for 8 to 13 weeks dependent on funding. Due to Canada Summer Jobs funding stipulations, applicants must be between 15 to 30 years of age. Anticipated starting date May 5, 2025.

We thank all applicants however only those shortlisted will be contacted.