

Job Title: Programs Intern

Location: Invasive Species Centre Office, Sault Ste. Marie, ON

Application Deadline: Ongoing, until position filled

Tentative Start Date: October 20, 2025

Status: Full-time, Contract – 1 year (52 weeks total internship, 37.5 hours per week)

Salary: \$21.00/hour

If you are passionate about protecting Canada's forests and waterways and enjoy working as a part of an upbeat and fast-paced team, please read on.

The Invasive Species Centre (ISC) mobilizes action against invasive species that harm the environment, economy, and society. Incorporated as a not-for-profit in 2011 as a hub for collaboration and knowledge sharing, the ISC has grown into a respected collaborator and leader in invasive species knowledge and action. We rely on values of inclusion, innovation, stewardship, collaboration, and commitment to excellence to achieve our vision of a Canada where land and water are protected from invasive species.

If you are passionate about environmental protection, science communication, outreach and action, and enjoy working as part of an upbeat and fast-paced team, please follow the application instructions at the end of this posting.

Position Summary

The Program Development Intern will work with our Programs team to support a variety of new and ongoing outreach, education, and training projects, as well as supporting aquatic invasive species laboratory work. This person will provide information to community members on emerging and priority invasive species that have the potential to impact the ecology, economy, and society of Ontario. The successful candidate will support outreach initiatives and information requests, engage in public speaking, and develop educational resources to promote on-the-ground action of invasive species in Ontario. Our ideal candidate is passionate about our mission to

prevent the introduction and spread of invasive species on our lands and waters and will be able to bring new innovative ideas to enhance our strategic communications and outreach.

Principal Accountabilities

The programs intern will:

- Liaise & provide tools, resources, and most current knowledge and information to communities to inform and support their work managing their land, water, and natural resources and land management plans, if applicable
- Assist in the development of workshops, events, training, and meetings
- Support information requests from partners, the public and media
- Support with laboratory analysis, coordination and organization for zooplankton and other organisms
- Prepare, and deliver presentations, work plans, briefings, and reports
- Help develop, implement, and support projects. May include tracking project activities, including reviewing and monitoring project progress, key deliverables, timelines and budgets.
- Assist with event and meeting organization for project-related activities
- Support team members on terrestrial projects and community science work
- Write related content for reports, websites, species profiles, newsletters, and other communications products
- Conduct research and analysis for program initiatives
- Build and maintain strong knowledge of invasive species and natural resource management through ongoing professional and personal development
- Develop and deliver novel communications campaigns for public outreach on a variety of topics
- Support the ISC's digital forum, webinar series, and virtual presentations
- Develop and maintain relationships with communities and organizations, federal/provincial/municipal staff, other partners and supporters

- Other duties as assigned

Minimum Qualifications

The successful candidate will be a university or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be the first full-time employment in the candidate's field of study.

Preferred Qualifications

- Degree or diploma in the sciences; and
- Bilingualism in either French, English or Indigenous languages and additional educational credentials and/or experience in natural or environmental sciences also considered assets.

Key Competencies

- Eager to learn about invasive species in Canada
- Excellent oral and written communication skills, with the ability to translate scientific and technical information into publicly accessible language
- Ability to work both independently and collaboratively
- Excited to learn and adapt quickly to new projects and tasks
- Ability to connect and communicate effectively with members of the public
- Demonstrate self-motivation and initiative
- Strong organizational skills and ability to manage multiple tasks and projects while producing high quality results

Other Requirements

- The candidate must be legally entitled to work according to the relevant provincial legislation and regulations

- Candidates chosen for an interview may be asked to share a portfolio of past work
- The candidate may not have previously participated in an internship program and must be a recent graduate holding a diploma or degree from an accredited post-secondary institution
- Possess a valid Ontario driver's license. Access to a vehicle considered an asset as occasional travel may be required.
- The successful candidate will work from the Invasive Species Centre offices in Sault Ste. Marie. There is no opportunity for hybrid or remote work.

Instructions for Applicants

Applications will be reviewed on an ongoing basis until position is filled.

Please submit your application package as a single PDF document with your name in the file name. This document must include a cover letter (1 page maximum) and a resume describing your education and related work experience. Please submit via email to:

Madison Sturba, Program Coordinator / Terrestrial Team Lead

Invasive Species Centre, 1219 Queen Street East, Sault Ste. Marie, ON P6A 2E5

Email: careers@invasivespeciescentre.ca

No telephone calls please. Only candidates chosen for an interview will be contacted.

The Invasive Species Centre is an equal opportunity and accessible employer. The Invasive Species Centre will provide accommodation for candidates with disabilities during the recruitment process, upon request.