



The Clayoquot Biosphere Trust is seeking an intern to provide support for a range of projects across the organization.

About the Position:

Wage: \$17.50

Term: 8-week internship starting July 2023

Schedule and work hours: typically, 9am – 3:30pm, Monday – Friday. Some work outside of regular office hours may be required.

Location: Work will take primarily at the Clayoquot Biosphere Trust office at 316 Main Street, Tofino, or your home office, depending on the current conditions and in order to ensure a safe and healthy working environment. Some regional travel required.

This position will provide opportunities to work alongside and be mentored by different team members, learning about and providing administrative support for projects aligned with the candidate's skills and interests. The candidate has the opportunity to "sample" various areas below to gain a broader experience, or dive into one with more depth:

- Communications: monitor and maintain social media profiles aligning posts with communications strategy; creation of online newsletter; donor development and fundraising; writing for blog posts; photography
- Administration: maintain office presence combining in-person and digital skills
- Food security project support: supporting program delivery of CBT's food security initiative, Eat West Coast (e.g. helping to organize events, logistic support for food transport and delivery)
- Youth empowerment project support: supporting program delivery of CBT's empowering youth area, working with CBT's youth program coordinator to conduct outreach and host programs, events, and research to improve healthy development outcomes for regional youth
- Library and archive project support: supporting the organization and digitization of CBT archive

This position offers the opportunity to:

- Develop and strengthen your verbal and written communication skills working in our professional open office and online spaces;
- Develop a variety of digital skills;

- Develop your photography and photo editing skills;
- Develop your teamwork skills with opportunities for collaborative project work; and
- Develop your leadership skills.

The successful candidate should have a positive attitude, strong interpersonal skills or a willingness to develop interpersonal skills, proficient English language and computer skills, the ability to work productively both in a professional shared office setting and from your home (equipment will be provided), and have an interest in communications and/or sustainable community development, education, and/or tourism.

How to Apply

To apply for the Intern position please submit a cover letter and resume outlining your interest and relevant experiences and education to CBT Executive Director Rebecca Hurwitz by email rebecca@clayoquotbiosphere.org. Application review and selection process will be ongoing until a candidate is selected.

*This position is dependent upon partial funding from the Canada Summer Jobs wage subsidy program; therefore the specific term will be determined in late April. Preference will be given to qualified applicants already residing in the Clayoquot Biosphere Region and youth who are not employed, are Indigenous, or who are racialized. Additionally, eligible candidates must:

- be between 15 – 30 years of age at the start of employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

About the Clayoquot Biosphere Trust

The Clayoquot Biosphere Trust (CBT) is a registered charity based on the west coast of British Columbia, Canada. Established in 2000, CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere reserve. We pair this spirit of community with the power of a global presence to bring more people together for a shared understanding. We are one of 1800 community foundations worldwide implementing United Nations' goals to reduce poverty, end hunger, ensure quality education, and protect the environment. CBT also oversees the Clayoquot Sound Biosphere Region, one of Canada's 19 UNESCO biosphere reserves, and sustainability is at the heart of everything we do. Our team works to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.