



Education and Outreach Coordinator and Field Operations Assistant

Selection Process

1. Provide notice of the opportunity

Once approved by the Board, the contract opportunity could be communicated using the following channels:

- PRAMP Social Media (Facebook, Twitter and website)
- PRAMP Newsletter
- Boreal Research Institute Newsletter
- Board member distribution
- Ads in Peace River Gazette, Smoky River Express, Grande Prairie Daily Herald-Tribune
- Websites: Alberta Environmental Network, request posting on Municipal & County newsfeeds
- Ad at movie theatre
- Municipal newsletters
- Radio
- Peace River Chamber – ask to circulate
- Swimming pool notice board
- Peace River Coop board
- IGA notice board
- Java Domain notice board

2. Establish a hiring panel

It would be helpful for PRAMP to create a Hiring Panel of 3 people to select the candidate. Karla Reesor will be one of the Panel members for the Outreach Coordinator and Mike Bisaga will be one of the Panel members for the Field Operations Assistant

3. Review applications

Karla will review all applications against the noted Qualifications, Education and Experience for the Education and Outreach Coordinator and Mike will review the applications for the Field Operations Assistant. The top applications will be shared with the Hiring Panel. Alternatively, if desired, all members of the Hiring Panel could review all the applications and identify the top 3-5 candidates to interview.

4. Conduct interviews

The Hiring Panel will interview the top candidates. References could be requested and checked for the top 1-2 candidates.

5. Select and on-board the best candidate

Once selected, Karla, Mike and Lily would on-board the new staff members and make arrangements for the work to begin.

