



Employment Opportunity

Position Title: Knowledge Hub Technician, Silviculture Innovation Program

Reports To: Research Lead

Status: Full-time, temporary (June 16 - August 15, 2025)

Location: Smithers, British Columbia

Salary: \$28/hr plus 4% vacation pay

Application Closing Date: May 21, 2025

Who we are:

The Bulkley Valley Research Centre (BVRC) is a research hub based in Smithers, British Columbia (BC) within Gitdumden Clan Territory of the Wet'suwet'en Nation. The BVRC is an independent, non-profit organization founded in 2002 with a mission to support high-quality, inter-disciplinary research that informs natural resource management in BC. The BVRC undertakes research and learning to support decisions, promote discussion, learning and adaptation to meet the natural resource challenges of the 21st century. The BVRC connects scientists, First Nations, all levels of governments, resource managers, industry, and community members to address the stewardship of our natural resources. The BVRC facilitates research programs, extensions services, and knowledge dissemination.

Our research initiatives are often multi-year and collaborative. The BVRC provides a single point of contact for a diversity of perspectives to meet and engage. The BVRC has an interdisciplinary emphasis, and research projects draw from and combine expertise. The BVRC connects researchers with each other and the wider community through seminar series, workshops, conferences, and other networking events.

The BVRC is managed by an Executive Director and administrative staff, with research scientists and technicians running programs and projects, overseen by an active Board of Directors. Please visit our website <https://bvcentre.ca/> to learn more about us.

Silviculture Innovation Program:

The Silviculture Innovation Program (<https://sip.bvcentre.ca/>) is a BVRC initiative to support the application of innovative forest management through research and extension to achieve multiple cultural, ecological and economic objectives in BC's forests. The SIP has four priority areas of work: Identifying knowledge and extension gaps, extending current information, co-creating knowledge and building long-term commitment through community. One of the key projects to extend current knowledge is the development of a knowledge hub to provide access to available resources, people, communities, training and education to support forest practitioners implementing innovative

practice in BC. The SIP Exchange (or SIPex) recently launched a beta-version of this knowledge hub to trial functionality, and can be viewed at <https://sipexchangebc.com/>.

Position summary:

The BVRC is seeking a motivated, organized, and independent Knowledge Hub Technician to work with the SIPex team to locate and curate existing information on how to manage forests for multiple values using innovative practices. This position will include travel to different parts of the province to digitize documents that are not currently available in electronic format. An ability and willingness to drive is required.

Responsibilities:

Responsibilities include but are not limited to the following:

- Work with the SIPex team to locate and gather information on innovative forest management practices that support multiple values (e.g., timber, wildlife, water, recreation),
- Organize collected information within existing Knowledge Hub structure (i.e. repository classification system),
- Travel to locations within the province to retrieve and digitize hard-copy documents,
- Communicate with external organizations (e.g., government agencies, research groups, NGOs, Communities of Practice) to request access to relevant information,
- Ensure consistent data management practices, including file naming, organization, backup, and version control,
- Maintain high standards for information quality, checking for completeness, relevance, and clarity,
- Contribute suggestions to improve the accessibility and searchability of the Knowledge Hub.

Candidate Profile:

A Bachelor's degree (BSc, BSF) in a relevant field (e.g. forestry, forest science, environmental science, biology, geography) or working towards a relevant degree with 2+ years of experience in data or information management field projects **or** 5+ years of experience managing information.

This is a position funded in part by a Canadian government program that requires applicants to be aged 30 years or younger.

Knowledge/Skills:

- Strong interest in and commitment to the goals of the BVRC and the SIP,
- A rigorous and thoughtful approach to information management,
- Strong attention to detail,
- Proven ability to find, review, document and understand the context of scientific and grey literature, reports, case studies and more,
- Proficiency in document digitization techniques, including scanning, file organization and metadata standards,
- Comfort working with electronic databases, online information systems, and cloud-based file management,
- Proficiency with standard office software, including Microsoft Word, Excel and PowerPoint and Google suite,
- An adherence to the highest standards of safety,
- An interest in exploring potential AI tools to support SIPex (asset),
- Familiarity with BC forest practices (preferred).

Complexity/Problem solving:

- Strategic thinking skills, including the ability to make decisions independently and in collaboration,
- Ability to independently plan, prioritize, and execute work to meet collection and digitization goals,
- Resourcefulness in locating hard-to-find documents and creatively overcoming access barriers through collaboration,
- Willingness to troubleshoot technical issues related to equipment, file formats, and metadata entry.

Communications/Interpersonal Skills:

- Professional and respectful communication (both written and oral) with external partners and internal team members,
- Ability to create, sustain and enhance effective working relationships with BVRC, SIP, employees, clientele and partners,
- Ability to communicate effectively with diverse knowledge holders to determine what information may be important, appropriate and permitted to include in the SIPex
- Ability to explain technical issues or needs clearly (e.g., requesting information, clarifying metadata requirements),
- Willingness to work both independently and as part of a small, collaborative team.

Additional Requirements:

- Valid driver's license and willingness to travel throughout British Columbia as needed,
- Ability to lift and transport scanning equipment (lightweight) if required,
- Access to a personal vehicle is an asset (mileage will be reimbursed).

Terms of Employment:

This is a full-time (35 hours/week), temporary position starting June 16 2025, and ending August 15, 2025. The salary is \$28/hr, plus 4% vacation pay. This position is based in Smithers, BC, but the successful candidate should be prepared to travel across BC. Applicants must be legally eligible to work in Canada.

Additional Information:

At the BVRC, we value diversity — in backgrounds and in experience. A diverse team enables the Centre to better achieve its objective of supporting *research and extension in the public interest*. BVRC is an equal opportunity employer and committed to diversity, equity, and inclusion in the workplace and in science. We strongly encourage applications from members of groups that are underrepresented and/or historically excluded from these sectors to apply.

Apply:

To explore this opportunity further, please send a cover letter and resume with title formats as follows:

Resume: "(Last Name) (First Name) – Resume"

Email subject: "[Your Name] – Application for Knowledge Hub Technician"

Email to: sip.learn@bvcentre.ca

Closing Date: May 21st, 2025

We appreciate all applications, however only those candidates selected for an interview will be contacted.