



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII

Position: Education Programs Coordinator
Reports To: Executive Director
Location: Parry Sound, Ontario
Wage: Level 5 \$44,000/annum (\$24.17/hr)
Terms: 14 months with possible contract extension (Start date is flexible)

We seek candidates with a passion for providing learning opportunities for sustainability, who are have effective teaching and presentation styles, and are creative thinkers for delivering education programming throughout the Georgian Bay Biosphere. You will connect with children and youth in a variety of settings, implementing principles of experiential learning. You will collaborate with Indigenous partners in supporting them and sharing elements of land-based learning. You will help to design and implement a variety of engagement activities for multiple Georgian Bay Biosphere programs designed for children, youth and adults, in order to deepen their understanding of biodiversity, climate change, Indigenous cultures, and sustainable development. Programs will be delivered in-person and on-line; in classrooms, outdoors, at workshops and events.

Responsibilities

- Coordinate environmental, outdoor, and/or hands-on education programs and initiatives in schools and with partners based on GBB's current programming suite and piloting new opportunities
- Develop outreach for GBB's Conservation, Climate, Culture & Sustainable Communities programs
- Develop and deliver education and outreach activities and events for seasonal and permanent residents, various age groups, and rural communities (e.g., climate action, waste reduction)
- Research community needs and opportunities for collaborative learning opportunities while working to empower partners and volunteers
- Plan and promote programs and events in the community and measure their impact
- Supervise the tasks and activities of volunteers and/or seasonal/part time staff
- This position will work closely with the Community Sustainability Coordinator
- Other tasks as assigned.

Skills & Aptitudes

The successful candidate will have the following qualifications:

- A combination of post-secondary education/experience in a relevant field (e.g. education, communication, public health, outdoor education, Indigenous studies or environmental science)
- Enthusiastic and creative self-starter, with demonstrated initiative and problem-solving skills
- Excellent verbal and written communication, organization, and interpersonal skills
- Experience and passion working with children and youth and teaching adult audiences

- Experience delivering education programs, community presentations, or nature interpretation
Experience with group facilitation and volunteer coordination
- Project management experience: time management, communications and organizational skills
- Ability to work in an outdoor environment, including performing functions related to gardening and environmental stewardship, such as digging, pruning, weeding, or handling wildlife (with permits)
- Proficiency with MS Office, social media, web, and graphic design software (e.g. Canva, WordPress, MailChimp)
- Knowledge of environmental issues regionally and commitment to the environment as demonstrated through previous volunteer commitments and/or employment
- Ability to work independently with minimal supervision
- Ability to supervise volunteers, interns and summer students
- Class G driver's license and access to a vehicle (or reliable form of transportation)
- Valid Emergency First Aid + CPR an asset
- Criminal Record Check with Vulnerable Sector Screening an asset

How to Apply

Please forward a cover letter and résumé to Laura Peddie (info@gbbr.ca) by 5pm on Aug. 15, 2022.

Please include your surname in your file name, ideally combining cover and resume in one file.

Thank you, Miigwech!