



Employment Opportunity

Position Title: Program Manager

Location: 500-610 Main St, Vancouver BC

Terms: 35 hrs/wk, 14 mo contract (Feb 1, 2019 - Mar 31, 2020) with possibility for extension

Start Date: Feb 1, 2019, or as soon thereafter as possible

Hiring Range: \$25 per hour

Reports to: Executive Director

NOTE: Substantial weekend work will be required for this position.

What we do: mission & mandate

At the Environmental Youth Alliance Society (EYA), we believe every young person deserves the opportunity to spend time in nature. Just like clean air or clean water, connection with nature is a human right and essential to healthy adolescent development. Yet many youth living in Vancouver face barriers to accessing nature in their daily lives. EYA is working to change that by delivering free, experiential nature stewardship programs in eastside schools and inner city green spaces. Our programs create opportunities for youth experiencing marginalization to connect with nature in meaningful ways in their own neighbourhood, while building community and acquiring new skills, to benefit wellbeing and inspire environmental stewardship. To find out more visit www.eya.ca

What you'll do: situation & role overview

Nature Stewards is a multi-week experiential learning program engaging youth (ages 14-20) to lead nature stewardship projects around the city - like planting wildflower meadows and growing native plants for wildlife gardens. In 2019-20, EYA is excited to partner with [Red Fox Healthy Living Society](#) to jointly deliver three Nature Stewards programs (spring, summer, fall). Red Fox promotes healthy active living among Indigenous and inner-city children and youth through free and supportive training and recreation opportunities. The shared program will bring together together Indigenous and non-Indigenous youth to develop an Indigenous foodscape garden in Strathcona Community Gardens, with a focus on reconciliation and decolonization, and will include an orientation weekend and short wilderness camping trip. As the EYA Program Manager, you will work closely with your counterpart at Red Fox to co-lead the planning, delivery, and evaluation of the program. **Note: We are also hiring a Youth Educator to support the Manager. By applying for this position, you will automatically be considered for the Educator role.**

Key responsibilities

- Develop and update the project plan, with support from the Executive Director
- Manage and coach more junior program staff, including two Youth Educators
- Develop and continually update written program curriculum, syllabus, and lesson plans
- Engage three cohorts of youth participants to plan and develop an Indigenous foodscape in Strathcona Community Gardens

- Lead the planning, delivering, and facilitation of hands-on native plant horticulture and land stewardship activities, as well as activities designed to build connections between youth and help them connect with nature in a meaningful way
- Plan and manage logistics for weekend orientation overnight trips in Strathcona Park
- Support Red Fox staff with planning and facilitating weekend wilderness trips
- Co-lead program evaluation, including collecting indicator data through youth questionnaires and focus groups and tabulating results
- Develop and oversee implementation of outreach/recruitment strategy, including designing promotional materials and registration process
- Oversee the maintenance of the Indigenous foodscape site in between programming sessions, as well as other programming spaces in Strathcona Community Gardens
- Obtain required permits and approvals for program activities in Strathcona Park
- Oversee the purchasing and transporting all plants and materials
- Manage relationships with community partners, including Indigenous herbalists, other guest facilitators, Park Board, and Strathcona Community Garden Society (site partner)
- Co-develop a written final report, lessons learned report, and guide to program delivery at the end of the program
- Help write applications and proposals for additional program funding
- Develop and oversee the delivery of a communications plan for the program
- Other activities as identified by the Executive Director

What you'll bring: requirements

We're looking for a skilled program manager and youth educator with experience in native plant gardening and wildlife habitat stewardship. The ideal candidate is an energetic facilitator who competently creates safe and welcoming spaces, connects with and supports youth with diverse backgrounds and learning styles, recognizes individual potential, and creates moments of connection and learning through hands-on experiential activities. You are familiar with the ins-and-outs of designing and delivering an educational program, preferably with an environmental focus. You are highly organized, resourceful, tech-savvy, and a strategic thinker and collaborative team player. You are also someone who takes initiative, perseveres through difficulties, and loves learning and continually growing your professional skills.

- Undergraduate degree or equivalent experience or training in biology, environmental science, education, or related field
- 2 - 3 years experience facilitating youth programs and/or experiential education for youth
- 2 - 3 years experience planning and coordinating programs, preferably for youth
- Experience in native plant gardening and wildlife habitat stewardship; strong knowledge of urban ecology and wildlife including insects, pollinators, birds and other animals
- Experience with citizen science and wildlife monitoring is an asset
- Class 5 driver's licence and ability to join MODO car co-op required; access to a personal vehicle is an asset
- Knowledge of decolonization, reconciliation, and anti-oppression concepts and practices

- Experience working with youth, including youth who face barriers and experience marginalization
- Able to work collaboratively with coworkers and lead a small team to achieve shared goals
- Highly organized with great attention to detail
- Able to effectively prioritize competing tasks to complete work on time
- Resourceful, handy, and able to creatively troubleshoot issues regarding site maintenance and program logistics
- Clear and professional communication skills, both verbally and in writing
- Able to work responsibly and safely in an inner city garden space
- Able to do physical work in an outdoor setting in all weather conditions
- Able to safely use landscaping tools and basic handywork tools (cordless drill, saw, hammers, etc).
- Personal values fit with EYA / Red Fox mission and culture, demonstrated through work and/or volunteer experience
- Satisfactory criminal record check, including vulnerable sector check, required before starting work
- Occupational First Aid Level 1 or willingness to obtain before start of work
- You may also be required to obtain Wilderness First Aid certification (to be paid by employer)

How to apply

E-mail a short cover letter and resume in a single PDF to emily@eya.ca, with “Program Manager application” in the subject line. **The deadline to apply is January 24, but applications will be reviewed on a rolling basis and a candidate may be selected before the deadline.** Due to limited administrative capacity, only short-listed candidates will be contacted.

EYA is committed to employment equity and encourages applications from underrepresented groups. Indigenous youth preferred.