



Employment Opportunity

Position Title: Program Coordinator

Location: 500-610 Main St, Vancouver BC

Terms: 24 hrs/wk, permanent

Start Date: June 17, 2019

Hiring Range: \$22 - \$24 per hour

Reports to: Program Manager

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

What we do: mission & mandate

EYA helps vulnerable youth living in the Downtown Eastside connect with nature to benefit their lives and steward the land. We deliver free, hands-on programs in urban green spaces, empowering youth to carry out nature stewardship projects -- like creating bird habitat, wildflower meadows, or plant medicine gardens. Through our programs, youth gain new skills and confidence, grow new appreciation for nature, build new social connections, and experience improved mental health, while helping to improve urban biodiversity and access to nature. To find out more visit <http://www.eya.ca>

What you'll do: situation & role overview

As Program Coordinator, you will be responsible for delivering several multi-week youth programs each year with a focus on growing native plants and restoring bird habitat. You will develop curriculum and facilitate hands-on programming, including teaching youth to grow thousands of bird-supporting native plants and carry out habitat restoration projects, including invasive species removal and native plantings. You will also manage the EYA nursery, greenhouse, and native plant teaching garden, and manage our plant give-away events. The program is based in Strathcona and Cottonwood Community Gardens in the Downtown Eastside.

Key responsibilities

- Support the Program Manager with annual planning and curriculum development
- Coordinate program logistics: recruit participants, schedule guests, and liaise with partner organizations
- Facilitate youth programs: Lead hands-on habitat stewardship activities focused on growing native plants and restoring wildlife habitat
- Recruit and manage peer mentors (youth volunteers) to support program delivery

- Manage the native plant nursery and greenhouse, including caring for plants over the season using organic practices
- Coordinate distribution of native plants to community organizations and the public
- Help maintain EYA programming spaces in Strathcona Community Gardens
- Manage social media for the program
- Support program evaluation and reporting
- Support program fundraising work as needed
- Develop and maintain positive relationships with community partners and local experts
- Coordinate and facilitate community or school workshops and stewardship events
- Ensure program activities adhere to organizational policies, relevant legislation, and professional standards
- Other activities as identified by the Program Manager

What you'll bring: requirements

Do you have experience with horticulture and ecological gardening? Are you a skilled and energetic facilitator? We're looking for someone with experience running environmental education programs for youth, and strong knowledge of native plant horticulture/gardening and wildlife habitat stewardship. You are task-focused, reliable, organized, resourceful, a collaborative team player, and a good communicator.

- Undergraduate degree or equivalent experience or training in applied biology, environmental science, ecology, science education, or related field
- 1 - 2 years experience planning and facilitating ecology-related programs, preferably for youth
- 1 - 2 years experience facilitating youth programs and/or experiential education for youth
- Strong knowledge of horticulture and ecological gardening & experience working with native plants
- Knowledge of urban ecology and wildlife -- especially birds
- Experience with habitat stewardship and restoration
- Class 5 driver's licence and ability to join MODO car co-op required; access to a personal vehicle is an asset
- Experience working with youth, including vulnerable youth
- Task-focused, organized, committed to high quality work
- Able to prioritize competing tasks
- Clear and concise communication skills, both verbally and in writing
- Able to work collaboratively with a small team to achieve shared goals
- Able to build and maintain strong relationships with partner organizations

- Able to follow directions, work independently, and take initiative where appropriate
- Resourceful, handy, and able to creatively troubleshoot issues regarding site maintenance and program logistics
- Positive attitude, flexible, and willing to pitch in to make things happen
- 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
- Personal values fit with EYA 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

How to apply

E-mail a short cover letter and resumé to Emily Keller, Executive Director with “Program Coordinator application” in the subject line: emily@eya.ca

The deadline to apply is **May 22, 2019**.

Due to limited administrative capacity, only short-listed candidates will be contacted. Applications from underrepresented groups are encouraged.