



Job Opportunity

Position Title: Program Manager, Seed Generation & Youth Habitat Crew

Location: 500-610 Main St, Vancouver BC

Terms: Full-Time Permanent (36 hrs / week)

Start Date: April 2020

Salary: \$45,000 - \$47,000

Reports to: Executive Director

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

What we do: mission & mandate

EYA helps youth facing barriers to connect with nature and develop the skills, confidence, and resilience to become community leaders and environmental stewards. We provide free hands-on programs in Vancouver's inner city green spaces, empowering youth to grow native plants, restore wildlife habitat, learn to use wild plants for food and medicine, and connect with Indigenous knowledge systems. You'll be joining a small but innovative organization, and a team of creative, fun, and like-minded colleagues. We value collaboration, accessibility and inclusivity, and authentic youth leadership. EYA offers a flexible work schedule, options to work at home, a \$300 annual health spending account, and \$150 annual pro D budget. To find out more, visit <http://www.eya.ca>

What you'll do: role overview

As the Program Manager, you'll lead the development and delivery of EYA's two paid youth employment programs serving Indigenous youth and other youth facing barriers to employment: Seed Generation and Youth Habitat Crew. Through hands-on learning, youth participants gain basic employability skills like teamwork and communication, as well as job skills in Indigenous plant use, land stewardship, habitat restoration, and native plant horticulture. The programs are based at EYA's Downtown Eastside youth gardens and other urban green spaces.

Key responsibilities

- Supervise and manage a team of 2 - 3 program coordinators responsible for on-the-ground program delivery
- Design program curriculum and lesson plans engaging youth to develop skills in preparing plant medicines, growing native plants in EYA's nursery, restoring wildlife habitat, and connecting with Indigenous land-based teachings
- Facilitate training programs for youth: Plan and lead hands-on workshops engaging youth to develop employability skills like teamwork and communication
- Coordinate work experience placements for youth at other community organizations
- Develop and maintain positive relationships with Indigenous Elders, Knowledge Keepers, and other community experts
- Develop annual program plan and budget with support from the Executive Director
- Oversee participant recruitment and program logistics, including scheduling guest visits
- Coach and support youth participants; track skill development and participation
- Hire Youth Habitat Crew summer students with support from the Executive Director
- Oversee social media and marketing for the programs
- Support program evaluation, expense tracking, and reporting; ensure objectives are met and programs remain innovative and impactful

- Develop program frameworks and strategies to guide the implementation of programs
- Co-manage the maintenance and improvement of EYA's outdoor programming sites
- Support operational improvement projects as needed
- Support program fundraising work as needed, including leading workshops
- Ensure program activities adhere to organizational policies, relevant legislation, and professional standards
- Other activities as identified by the Executive Director

What you'll bring: requirements

Are you an energetic and skilled facilitator? Looking to step into a team leadership role? We're looking for someone with experience running land-based programs for youth and strong knowledge of plant care and preparing plants for food and medicines (e.g. salves, tinctures, teas) and fibre arts; native plant horticulture; and/or habitat restoration. For this role, we're also looking for someone with the skills to lead a small team and an interest in helping youth develop employability skills. Preferably, you're familiar with our local ecology and/or excited to learn more. You're also organized, creative, collaborative, a good communicator & passionate about land-based learning!

- Undergraduate degree or equivalent experience/training in Indigenous studies, applied biology, agriculture, environmental science, ecological restoration, ecology, science education, or related field
- 2 - 3 years experience planning and facilitating land-based youth programs; experience working with high school / post-secondary youth from marginalized populations preferred
- Experience with Indigenous plant use, ecological restoration, horticulture, or ecological farming; strong interest in urban habitat and rewilding
- Experience supervising and leading volunteers and/or a small staff team
- Knowledge of plants native to coastal British Columbia an asset, or willingness to learn
- Knowledge of basic employability skills (communication, teamwork, etc.) or ability to learn
- Class 5 driver's licence and ability to join MODO car co-op required; access to a personal vehicle is an asset
- Able to work collaboratively with a small team to achieve shared goals
- Positive attitude, flexible, and willing to pitch in to make things happen
- Clear and concise communication skills
- Able to work independently and take initiative
- Organized and committed to high quality work
- Resourceful, handy, and able to creatively problem-solve
- Able to work responsibly and safely in inner-city garden spaces
- Able to do physical work in an outdoor setting in all weather conditions
- Personal values fit with EYA mission and culture
- Satisfactory criminal record check, including vulnerable sector check, required
- Occupational First Aid Level 1 or willingness to obtain

How to apply

E-mail a short cover letter and resumé (in one document) to Emily Keller, Executive Director with "Program Manager application" in the subject line: emily@eya.ca

The deadline to apply is **March 18, 2020** or until filled. Applications will be reviewed on rolling basis.

We encourage applications from BIPOC youth with lived experience of marginalization.