



Job Opportunity

Position Title: Program Manager, Roots & Shoots

Terms: 36 hrs/wk, full-time permanent

Start Date: May - June 2021

Annual Salary: \$46,800 - \$48,672 (\$25 - \$26/hr)

Annual Benefits: \$500 Health Spending Account | \$150 Training Budget

Reports to: Executive Director

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

What we do: mission & mandate

EYA engages youth targeted by systemic barriers to become environmental stewards. We provide trauma-informed, land-based education and paid job training programs that engage youth to connect with nature, community, and skills through hands-on activities like growing native plants, stewarding urban wildlife habitat, and learning about plants as food and medicine. Our programs braid ecology and Indigenous knowledge systems through visits from Indigenous Elders and Knowledge Keepers. You'll be joining a small but innovative organization, and a team of creative, fun, and like-minded colleagues. We value collaboration, equality, inclusivity, and youth leadership. Find out more about our team and work: www.eya.ca

What you'll do: situation & role overview

As Program Manager for EYA's Roots & Shoots program, you'll lead the delivery of land-based employment training programs for youth who identify as Indigenous, People of Colour, and/or living with a disability. Through 10-week hands-on job skills training with EYA and 12-week work placements with local environmental organizations, groups of 5-6 youth participants develop [employability skills](#) and environmental job skills in horticulture, ecological restoration, Indigenous land stewardship, and environmental education. You'll also supervise and support a small team of program coordinators. The program is based in Strathcona Community Gardens.

Key responsibilities

- Supervise a team of coordinators responsible for program facilitation and delivery
- Lead the design of curricula & lesson plans engaging youth to develop employability skills (communication, teamwork, etc.) and environmental job skills (native plant horticulture, ecological restoration, Indigenous land stewardship, environmental education)
- Co-facilitate 2-3 full-time 10-week environmental employment training programs annually with program coordinators (in-person & virtual)
- Develop partnerships with work placement employers (local environmental non-profits)
- Manage 12-week work placements; support youth and employers
- Support youth to connect with community resources and find employment/return to school after the program
- Develop and maintain positive relationships with Indigenous Elders, Knowledge Keepers, and partner organizations
- Lead the recruitment and registration of 5-6 youth participants per cohort
- Coordinate program logistics (materials purchase, catering, scheduling guests, etc.)
- Develop policies to guide program delivery through a trauma-informed & decolonial lens
- Monitor and track progress of youth participants
- Manage project budget and grant reporting
- Oversee program administrative tasks (waivers, etc.)

- Lead program evaluation: youth surveys, interviews, etc.
- Ensure program activities adhere to organizational policies, including Covid-19 policies
- Other activities as identified by the Executive Director

What you'll bring: requirements & assets

Are you an energetic and skilled facilitator? Looking to grow your leadership skills? We're looking for someone with experience running job skills training and/or land-based programming for youth, and strong knowledge of employability skills, Indigenous land stewardship, environmental education, native plant horticulture, and/or habitat restoration through lived experience or education. For this role, we're also looking for someone with skills to supervise and lead a small team. Preferably, you're familiar with trauma-informed and decolonizing practices. You're also organized, creative, collaborative, a good communicator, and excited about land-based learning and supporting youth to develop environmental job skills!

- 2 - 3 years experience planning and facilitating job skills training and/or land-based youth programs; experience working with youth facing barriers is preferred
- Experience supervising and leading volunteers and/or a small staff team
- Experience designing curriculum for job skills training and/or land-based learning
- Strong knowledge of basic employability skills (communication, teamwork, work planning, project management, computer skills, etc.)
- Knowledge of Indigenous land stewardship, horticulture, and/or ecological restoration
- Knowledge of trauma-informed practice and decolonizing practices an asset
- Knowledge of local native plants and ecology or willingness to learn
- Class 5 driver's licence and ability to join MODO car co-op required
- Able to work collaboratively with a small team to achieve shared goals
- Able to work independently and take initiative
- Clear and open communication skills
- Organized and a good problem solver
- Committed to doing your best work
- Flexible and willing to pitch in to make things happen
- Able to work responsibly and safely in Downtown Eastside 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 and FoodSafe Level 1, or willing to obtain

Covid-19: EYA has health & safety policies in place to keep our staff and participants safe. Until health orders change, you'll be working at home with visits to programming sites as needed.

How to apply

E-mail a resume & letter describing the experience / skills you would bring to this job to Emily Keller, Executive Director with "Program Manager application" in the subject line: emily@eya.ca

The deadline to apply is **May 14th or until filled**. Applications will be reviewed upon submission and interviews will be scheduled on a rolling basis until position is filled.

EYA believes environmental stewardship must centre the voices of communities targeted by systemic marginalization and prioritize applications from people who identify as Indigenous, Black, People of Colour, LGBTQ2S, living with a disability, and others with lived experience of oppression. We encourage you to self-identify in your application.

EYA operates on the traditional, ancestral, and unceded territory of the xʷməθkʷəy̓əm (Musqueam), səliłwətaʔt (Tsleil-Waututh), and Sk̓wx̓wú7mesh (Squamish) people.