



Position Title: Bilingual Junior Program Coordinator, Schools and Member Care

Start Date: August 2021

Reports to: Sr. Manager, Schools and Member Care

About Earth Rangers

About Earth Rangers:

Environmental education at a young age plays a critical role in influencing lifelong attitudes towards our natural world. But we can't just equip children with knowledge—to create long term behavioral change, we must empower them with the ability to act on that knowledge. Preparing the next generation to be conservationists is some of the most important work that any of us can do, and the time to do it is now.

Earth Rangers is the kids' conservation organization, committed to instilling environmental knowledge, positivity, and the confidence to take action in every child in Canada. We do this through a suite of programming that children can participate in at school, at home, and in their communities. All of these programs are educational and engaging—but more importantly, they show children that it's not too late to help the planet, and the things we do today will matter tomorrow.

Founded as a small community organization in 2004, Earth Rangers has grown to be the largest youth environmental organization globally; a homegrown, Canadian success story with over 250,000 members and alumni.

We are seeking a team member that will solicit and plan Earth Rangers in-school/virtual programming as well as support our Member Care team.

Key Responsibilities:

- School Bookings
 - Communicate with schools by phone and email with the objective of booking School Assemblies
 - Plan School Assembly program logistics
 - Keep detailed and accurate notes within databases (including Google Docs, Excel and Salesforce)
- Customer Service/Member Care
 - Provide customer support to our members via phone and email
 - Assist in moderating our kids blog, the Wild Wire, by reviewing comments and encouraging discussion
 - Assist with Wildlife Adoption Program fulfillment

Skills and Qualifications:

- Strong oral communication (phone) skills and comfortable with sales calls in both English and French
- Strong writing skills in both English and French
- Strong organizational skills

- Ability to work well both in a team and independently
- Proficient computer skills with strong working knowledge of Excel, MS Outlook and MS Word
- Sales/fundraising experience is an asset
- Passion for the environment

Interested applicants please forward your resume and cover letter to hr@earthrangers.com

Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview.

Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.