



Position Title: Bilingual Program Coordinator

Start Date: September 2019

Reports to: Manager, Live Productions

About Earth Rangers

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.

To learn more about Earth Rangers, please visit www.earthrangers.org

We are seeking a **fully bilingual (French/English)**, motivated and outgoing individual to solicit and organize Earth Rangers School Assemblies and community events and to support our membership program by providing friendly and efficient customer service in both English and French.

Key Responsibilities:

- School Bookings (French, some English)
 - Solicit schools by phone and email to participate in our School Assembly Program
 - Plan in-school/venue logistics
 - Provide customer service support
 - Organize community events as necessary
 - Keep detailed and accurate notes within database (Salesforce)
- French Program Development and Support
 - Work with Membership Program Managers to develop French content including articles for our kids' blog, Missions, conservation projects, email communications/updates, and other marketing materials as required
 - Provide French translations for the Programs and Business Development teams, as required
- Customer Service/Member Care
 - Assist the Member Care team by providing customer support to our French members via phone and email
 - Assist in moderating our kids blog, the Wild Wire (Blogue Sauvage), by reviewing comments and encouraging discussion

Skills and Qualifications:

- **Must be completely fluent in French and English (written and spoken)**
- Strong oral communication (phone) skills and comfortable with sales calls
- Excellent writing skills in both French and English
- Ability to translate documents from English to 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
- Experience with Salesforce a definite asset
- Sales/fundraising experience is an asset
- Passion for the environment

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.

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