



**Position Title:** Junior 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](http://www.earthrangers.org)

We are seeking a 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.

### **Key Responsibilities:**

- School Bookings
  - Solicit schools by phone and email to participate in our School Outreach Program
  - Organize in-school logistics
  - Organize community events as necessary
  - Provide customer service support to schools
  - Keep detailed and accurate notes within our database (Salesforce)
- Customer Service/Member Care
  - Assist the Member Care team by providing customer support to our members via phone and email
  - Assist in moderating our kids blog, The Wild Wire by reviewing comments and encouraging discussion
  - Fulfill orders from our eStore and rewards for our fundraising / adoptions program

### **Skills and Qualifications:**

- Strong oral communication (phone) skills and comfortable with sales calls
- Bilingual (French/English) a definite asset
- Strong organizational skills
- Ability to work well within a team and independently
- Proficient computer skills with strong working knowledge of Excel, MS Outlook and MS Word
- Knowledge with Salesforce or other CRMs an asset
- Must have a valid G class drivers license
- 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 resume to [hr@earthrangers.ca](mailto:hr@earthrangers.ca)