



June 2022

POSITION TITLE: Education Program Manager

REPORTS TO: Vice President, Programs

DURATION: Permanent full-time

LOCATION: Remote (residing in Québec)

START DATE: Immediately

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 free 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, we have since grown to have over 50,000 active members and 250,000 alumni in every Province and Territory.

About the Role:

We are seeking an **Education Program Manager** to oversee our new suite of programs under the Earth Rangers Homeroom banner, which includes Eco clubs, educator resources, and our eco anxiety professional development micro credential. Educator engagement and communications is critical to this role. During the first year, a primary focus of the role will be adapting and expanding Earth Rangers Homeroom for the Québec market.

The successful candidate will have excellent project management skills and the ability to balance the planning and execution of multiple projects at once. They will have outstanding oral and written communications skills, be collaborative, innovative, adaptable, and energetic. While this position does not currently include a direct report, it does require the recruitment and management of education consultants and/or contractors on a per project basis, as well as extensive interdepartmental collaboration for executing aspects of the program related to web development, data analysis, and communications.

Evaluating the performance of these programs is an important part of this job, as many are new or recently updated. The successful candidate will bring forward new ideas, iterations and tactics on a regular basis to help grow these programs and ensure their long-term success.

A portion of onboarding will take place at the Earth Rangers Centre in Vaughan, Ontario and there is an ongoing expectation for occasional travel to the Centre for training, teambuilding and strategic planning.



Key Responsibilities:

- Manage the Earth Rangers Homeroom program and all its components.
- Shape the program, set goals, and create and implement plans.
- Ensure projects plans, like budgets and schedules, are managed and changes clearly documented and communicated.
- Monitor and evaluate the effectiveness of the websites (Homeroom and Clubs), and individual resources / program components and report regularly on results.
- Propose new content and continuously look to improve the experience for educators.
- Manage the creation of new content for the website by working with contractors / consultants.
- Manage the production of all program resources, utilizing internal resources from the creative services and programs teams.
- Act as the point person for educators, club leaders and professional development course participants via email and phone.
- Actively work to sign up new Clubs and increase the engagement of existing Clubs.
- Administer the eco anxiety professional development course via Brightspace.
- Explore partnership opportunities with other relevant organizations.
- Manage and grow our Educator Advisory Committee.
- Work closely with the marketing and communications team to develop and execute a plan to promote the programs and grow participation.
- Collaborate with the School Assembly Team to promote the programs to all visited schools and make appropriate connections with teachers and administrators.
- Collaborate with the Development Team on fundraising and sponsorship opportunities.
- Lead the adaptation and implementation of the Homeroom program in Québec.
 - Research curriculum requirements, education trends and other likeminded organizations in the Province.
 - Work with Québec-based education consultants, translators and other necessary contractors to adapt our existing materials and develop new ones.

Your Skills and Qualifications:

- Must be fully bilingual in English and French.
- Minimum of a Bachelor Degree in Education or equivalent experience or education in a related field.
- 3-5 years of experience in program design, development and execution.
- Demonstrated ability to effectively collaborate on cross-functional and multi-disciplinary teams, multi-tasking, establishing priorities, creating work-plans, managing budgets and meeting deadlines.
- Experience with formal and informal education systems a definite asset.
- Passion for environmental and conservation education.
- Experience working with educators or community groups, such as facilitating teacher workshops or webinars.



- Excellent oral and written communication skills and some experience with academic and/or professional writing.

Why work at Earth Rangers?

- Summer hours and extended holiday break – Earth Rangers closes at 1pm on Fridays during the summer and is shut down for office staff between Christmas and New Year's.
- Health Benefits – Our competitive benefits include medical & dental coverage and life insurance.
- RRSP Matching – All fulltime employees are eligible for a 5% match to RRSP contributions after one year of service.
- Professional development – We will cover the cost of preapproved professional development opportunities like courses, certifications and conferences to help you advance in your career with Earth Rangers.

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.

Please send your cover letter and resume to HR@earthrangers.com