



Education Coordinator

The Compost Education Centre (CEC) promotes composting, soil stewardship, local food production, and ecological conservation by providing information and resources on composting and waste reduction strategies, organic gardening, and various conservation practices.

As a community-centred resource, the CEC's staff and board continually build upon our understandings of and responsibilities to the intersections of food, land and environmental justice. The majority of the CEC's work is conducted throughout Lkwungen, Esquimalt, W̱SÁNEĆ, T'Sou-ke and Scia'new Territories (municipalities throughout the Capital Regional District). Through a developing practice of inclusion and accessibility, the CEC offers a range of ecological programming; the CEC teaches a wide variety of educational workshops for children, youth and adults, both in community spaces, and at the CEC's Teaching Garden Demonstration Site in Victoria. The CEC utilizes volunteer support in all aspects of its work, and attends a wide variety of community events (e.g. festivals, markets, expos) in order to share its educational resources broadly. With a schools program; adult education workshop series; Healing City Soils soil contaminant testing & bioremediation program; free factsheets; and an information hotline, the CEC is committed to supporting residents of the CRD with relevant ecological knowledge of waste diversion, sustainability, composting, and soil health.

Work Week: Wednesday-Saturday, 9:00am – 4:30pm (28hrs)

Wage: \$19.39-23.39 per hour starting wage, commensurate with experience. Vacation starts at 3 weeks per year. Extended health and dental benefits begin after a 3 month probationary period.

Job Description: The Education Coordinator reports to the Executive Director and is responsible for the planning and delivery of children and youth educational programs offered by the CEC. This position includes the delivery of workshops to schools, home learners and community groups both on and off-site, and the development and management of our school workshop program. Some grant writing, reporting and funding research support. Potential for occasional delivery of adult workshops. When Public Health Orders (PHO) allow, coordinating outreach events and the coordination of a small volunteer pool is the responsibility of the Education Coordinator. Room to grow the position to include lead educational program grant writing and youth educational program development.

All educational programs and office work are run within current PHO COVID safety standards; dialogue regarding safety of all CEC program delivery occurs regularly among CEC team.

Education Program Delivery and Administration (70%):

- Coordinate education programs, including booking, reporting, monitoring, and evaluation
- Deliver on-going workshops on topics including worm composting, backyard composting, and soil stewardship. Workshops are primarily delivered at the preschool and elementary school level, with some offered at the high school level
- Conduct interactive site tours of the Centre's gardens for schools and summer camps
- Research, develop, and deliver new workshops according to pre-approved plan
- Upgrade educational program props and materials as needed
- Promote education programs through web and print based communication and public outreach
- Maintain information systems related to education programs
- Support writing and researching granting opportunities relevant to education programming with leadership from Executive Director.
- Maintain the Centre's worm bins and harvest worms for school programs as needed
- Liaise with other staff to participate in interactive educational events in the community
- With Executive Director support, supervise and train volunteers and summer student to assist in the delivery of the Education Program

Community Outreach Duties (15%)

- Bi-monthly permaculture site maintenance for secondary school program partnerships and workshop facilitation
- Attend community outreach/education events (e.g. farmers markets, festivals, expos, special events). **Currently paused due to COVID**
- Maintain outreach displays and materials, support volunteers who also attend events. **Currently paused due to COVID**
- Track community outreach education events for reporting, and to maximize Centre's exposure. **Currently paused due to COVID**
- Book and coordinate volunteers at events. **Currently paused due to COVID**
- Submit monthly and annual outreach numbers to Executive Director. **Currently paused due to COVID**

General Tasks (10%):

- Respond to hotline calls, emails and site visitors. Answer composting and gardening questions, sell composting supplies and promote the Centre's services
- Assist with other general tasks of the Centre (newsletter articles, strategic planning, special events, etc.)
- Assist with other ongoing programs and priorities

Volunteer Coordination (Currently paused due to COVID) (5%):

- Act as primary contact person for volunteers for supervision and training
- Identify volunteer opportunities and coordinate their involvement
- Provide additional training and education opportunities to volunteers as applicable
- Coordinate volunteer appreciation events
- Maintain and improve information systems related to volunteers
- Submit annual volunteer program report for AGM

Qualifications:

- University or college diploma in a related discipline, with a minimum of three years' experience working in educational programming in either a volunteer or professional capacity **OR** equivalent combination of work experience and education
- Proven expertise and in-depth knowledge of composting practices and principles
- Excellent time management and organizational skills
- Experience researching and writing educational materials
- Experience developing curriculum
- Extensive experience working with children and youth of all ages
- Experience delivering workshops in schools and/or other settings to diverse audiences
- Understanding of alternative approaches to education and behaviour management
- Experience in providing supervision and training for volunteers
- Experience working or volunteering in a non-profit environment
- Experience in working independently and in a small collaborative team environment
- Excellent interpersonal skills and ability to communicate effectively both verbally and in writing
- Demonstrated organizational and planning skills, ability to meet deadlines
- Flexibility, initiative, creativity and problem solving skills
- Experience with MS Office including Word, Excel, and Outlook
- Must have full valid driver's license and drivers abstract in good standing (no vehicle necessary)
- Willingness to ride your own bicycle with provided bicycle trailer
- Knowledge of the intersections of food justice, food security, and food sovereignty as it relates to regional food systems
- Knowledge or experience in ecological gardening practices and principles, soil science, and environmental sustainability considered an asset
- Experience grant writing, researching, and reporting considered an asset
- Fluency in French or other second language considered an asset

To Apply:

Submit a cover letter and resume **in one PDF file via email by midnight on March 26th 2021** to info@compost.bc.ca.

Subject Heading: Education Coordinator Application

Resume Filename: LastName_FirstName_EdCoordinator_Application_2021

We thank all those who apply for their interest in our organization, but only shortlisted applicants will be contacted.