

## Job Posting: Community Outreach Coordinator

Vancouver Botanical Gardens Association (VBGA), joint operating partner of VanDusen Botanical Garden and Bloedel Conservatory with the Vancouver Park Board, is seeking a Community Outreach Coordinator to further our mission to engage people in the importance of biodiversity to our lives, and to foster a lifelong love of plants and gardens.

### **Position Overview**

Reporting to the Director of Education and working closely with all members of the Education Department, the Community Outreach Coordinator will implement innovative indoor and outdoor learning experiences for all ages at the Garden and Conservatory including teacher professional development, tours, and field trips. The Community Outreach Coordinator will attend festivals, fairs and other events throughout Metro Vancouver to engage the community more broadly, enhancing awareness of VBGA programs and the biodiversity of the Garden and Conservatory.

### **Responsibilities**

#### **Coordinate Teacher Professional Development Program:**

- Coordinate a series of workshops for K-12 teachers, including hiring and overseeing contract instructors, database management, and liaising with teachers
- Teach a minimum of 2 workshops annually (with assistance from other Education staff)
- Develop new learning opportunities for teachers such as *School Gardeners Meetups*, or *Saturday Tools for Teachers* tours

#### **Support Field Trips at VanDusen and Bloedel:**

- Conduct 45 minute guided programs for school and community groups
- Assist and welcome groups, and oversee check-in as needed

#### **Expand Weekend Programs at VanDusen and Bloedel:**

- Coordinate monthly Saturday bird walks
- Oversee pilot year of hummingbird banding program with Vancouver Avian Research Centre
- Create and implement new pilot programs for families on weekends

#### **VanDusen-based and Community Events:**

- Lead role in the planning and execution of July 2019 workshops and tours with the International Schools Debate. Evaluate all aspects of the event through the lens of developing a future Youth Conference hosted annually by the VBGA. Supervise intern and/or volunteers.
- Coordinate all logistics and scheduling for community partner participation in the annual *Pollinator Days* field trip event
- Professionally represent the VBGA at booths and table displays at events such as Vancouver International Bird Festival, Seedy Saturday, VSB & UBC sustainability and volunteer fairs, community Earth Day festivals, etc.
- Manage all incoming requests for participation at events, speakers, special programs at VanDusen Botanical Garden or Bloedel Conservatory

#### **Promotion and Administration:**

- Create materials for tabletop displays and tours using InDesign or other graphic software

- Work with VBGA staff to promote and report on outreach initiatives through VBGA's website, social media, monthly e-news and other communications
- Work regularly with Amilia online software to create events, manage constituent files, enter data and pull reports
- Manage participant registration online, by phone or in person
- Assist other Education Department functions as occasionally or seasonally required, including implementing Teaching Garden project, Educator Open House, camps, and adult education programs

## **Qualifications**

### **Education and experience:**

- Post-secondary degree in education, biology or a related field
- Minimum of 3-5 years of experience working in the science or education sector
- Experience with outdoor environmental education presentation to audiences of different ages, program management, collaborative planning and teaching
- Previous leadership role in event planning and volunteer management an asset

### **Required Skills:**

- Working knowledge of Microsoft Office products, InDesign or other graphic design software, CRM database software (Amilia or similar), and Wordpress
- Strong interpersonal and communication skills with the ability to work well with a wide range of people
- Outstanding attention to detail and organizational skills

### **Personal Characteristics:**

- Highly adaptable, flexible and able to prioritize as part of a small but fast and nimble team
- Thinks strategically and is creative in planning and problem-solving
- Proactive on projects - confident in asking questions, generating ideas, and being a self-starter
- Excels in an open-concept and collaborative work environment, with flexibility and willingness to assist other team members
- Dedication to environmental awareness and sustainable living

### **Availability:**

- Full time, Tuesday – Saturday
- Access to a motor vehicle required
- Start date: March/April 2019

We offer a competitive salary and benefits package, professional development opportunities and a flexible work environment. To apply, submit your resume and cover letter by Friday February 22, 2019 to: Gillian Drake, Director of Education [gdrake@vandusen.org](mailto:gdrake@vandusen.org)

We thank all candidates for their interest, however only those candidates selected for interviews will be contacted.