

Job Posting: Adult and Family Programs Manager

Vancouver Botanical Gardens Association (VBGA), joint operating partner of VanDusen Botanical Garden and Bloedel Conservatory with the Vancouver Park Board, is seeking an Adult and Family Programs Manager 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 supervising the Librarian and Education Assistant, the Adult and Family Programs Manager will implement and oversee innovative online, indoor and outdoor learning experiences for all ages at the Garden and Conservatory including adult education, teacher professional development, library, and family programs.

Responsibilities

- Provide oversight and direction and ensure that Adult Education, Library, Teacher Pro-D, and Family Programs are meeting their goals and objectives
- Lead, coach, and motivate the Librarian and Education Assistant
- Develop/manage annual program budget for Adult Education, Library, Teacher Pro-D, and Family Programs
- Oversee program marketing, promote best practices, produce records and reports, and manage database
- Collaborate with the Membership, Volunteer, Development, and Communications departments to achieve the goals and mission of the VBGA
- Identify, apply for, and manage department specific grants, donations and gifts
- Develop and lead new and existing family programs
- In collaboration with the Youth Programs Manager, attend outreach events and professionally represent the VBGA
- Develop, lead and/or participate in education programs as needed and collaborate with the education department to provide high quality programming

Qualifications

Education and experience:

- Post-secondary degree in education, library sciences, biology or a related field
- Minimum of 2 years' management experience (including staff, contract instructors, and volunteers) in a related field, preferably in education
- Experience with environmental education programming for adults and families, course development, collaborative planning, and building relationships with stakeholders

Required Skills:

- Working knowledge of Microsoft Office products and CRM database software (Amilia or similar)
- 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, Monday – Friday
- Start date: August 2021

We offer a competitive salary and benefits package, professional development opportunities and a flexible work environment. Applications will be considered as they are received. To apply, submit your resume and cover letter by Friday August 6, 2021 to: Chantal Martin, Director of Education
cmartin@vandusen.org

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