



Job Posting (Maternity Leave)

Job Title: Future Leaders Environmental Educator and Program Coordinator

Posting: Applications are due by August 20, 2024. Successful applicants will be offered an interview during the period August 27-30, 2024

Term: Start date September 23, 2024. There will be a 2 week on-boarding overlap with the outgoing employee. Contract end date between Sept. 2025 and March 2026

Classification: This is a maternity leave position, between 12 and 18 months in duration. This is a full-time position. 37.5 hours per week

Reporting to: Executive Director of the Biosphere Institute of the Bow Valley

Annual Salary: \$58-63,000 commensurate with experience and qualifications

Benefits: Full health benefits after a brief probationary period

Annual Vacation: 2 weeks (10 business days), plus 1 week (5 business days) over Christmas holidays.

Location: Canmore, Alberta. No staff accommodation provided.

Position Description: The Future Leaders Environmental Educator and Program Coordinator (hereafter referred to as 'Contractor') will deliver, coordinate and manage funding for all Future Leaders programs. Future Leaders is one of three critically important programs of the Biosphere Institute. The Future Leaders program seeks to educate and improve the ecological literacy of children and youth in the Bow Valley. Learn more at www.biosphereinstitute.org/futureleaders

Responsibilities:

The Contractor will...

1. Collaborate with teachers and school administrators in the Bow Valley to respond to requests for K-12 outdoor learning and classroom programs.
2. Deliver a suite of K-12 curriculum-connected programs both in the classroom and outdoors (including Ways of the Bison, Environmental Stewardship, Climate Stewards, wildlife EduKits, Outdoor Learning programs and more)
3. Respond to requests from non-formal education groups (e.g. Settlement Services, Town of Banff and Town of Canmore programs) for curated programs (e.g. wildlife safety, outdoor activities, professional development)
4. Engage high school student leaders around the topics of environment and sustainability while facilitating learning opportunities for them as part of the Future Leaders Youth Council



5. Respond to requests from municipal government, community stakeholders and program funders
6. Collect and monitor program participant demographics and feedback
7. Manage program fund development, apply for funding and report to funders about current and continued programs
8. Sustain professional relationships through written and in-person communication with external stakeholders including municipal governments, community members and program funders
9. Demonstrate respect in the workplace in a way that promotes reconciliation, diversity, equity and inclusion
10. Work in collaboration with the Biosphere Institute staff

Qualifications:

- Undergraduate degree in Science, Education, Communication or relevant field. Experience and knowledge curating and teaching K-12 environmental education programs connected to the learning outcomes of the Alberta curriculum
- Experience and knowledge of Indigenous ways of knowing and best practices towards reconciliation and relationship building
- Experience in delivering outdoor learning programs for children and youth including group and risk management
- Experience in managing complex workloads, numerous projects and multi-tasking
- Strong background in engaging with community groups
- Ability to perform budget planning, fund development, grant application and reporting
- Experience with Microsoft Office, Squarespace and Google Workspace applications
- Oral and written French language skills considered an asset
- Familiarity with creating social media content (Instagram, Facebook)
- Valid Alberta driver's license
- Access to a personal vehicle
- We have a very strong preference for candidates who live in the Bow Valley (Lake Louise, Banff, Canmore, Exshaw, Dead Man's Flats, Lac des Arcs, Mînî Thnî)
- Legally able to work in Canada

To Apply: Please send an email including your resumé and cover letter with the subject title "Future Leaders, Maternity Leave Contract" to education@biosphereinstitute.org.

Applications are due by 5pm MST on August 20, 2024.



BIOSPHERE
INSTITUTE OF THE BOW VALLEY

Biosphere Institute of the Bow Valley
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About the Biosphere Institute: Established in 1997, the Biosphere Institute of the Bow Valley is an environmental non-profit organization with charitable status. We are guided by the understanding that as a community, we have the capability and responsibility to create enduring change for our world.

Our Mission is to “empower community leadership to address environmental challenges.” We convene, connect and deliver programs to the community connected to the topics of wildlife, climate change and other environmental topics.

Commitment to Workplace Inclusion: *The Biosphere Institute of the Bow Valley is committed to building a workplace where everyone can succeed and belong. As a Signatory to the Bow Valley Workplace Inclusion Charter, we are committed to ensuring a diverse, equitable, and inclusive team environment, and to considering applicants who identify as part of an equity-seeking group including people of colour, Indigenous people, 2SLGBTQIA+ people, youth, and people with disabilities.*

We value a wide range of skills, experiences, and backgrounds and encourage all qualified candidates to apply. We encourage applications from equity-seeking groups, and wish to eliminate barriers for applicants: if you need accommodation during the application or interview process, please let us know and we will work hard to make this accommodation as our capacity permits it.