

Today's Date: _____
Version # _____

JOB DESCRIPTION

Job Title: *Lead – Education Program Development*

Reports to: *Manager – Youth Education and Employment*

Position Summary:

The Education Program Development Lead is responsible for the expansion of our currently offered EnviroEd programming. The Lead has the ability to focus on several projects on an ongoing basis and enhance the delivery of environmental education content.

Responsibilities:

- Design and act as project lead to support the development of strategic initiatives of the organization's education department
- Develop and update program content and align to current provincial curriculum
- Maintain in-depth and up-to-date knowledge of the related environmental fields and provincial curriculum
- Oversee the development of multiple EnviroEd programs in a fast-paced, quickly evolving environment.
- Work effectively with subject matter experts, managers and other learning and development professionals to design, develop and implement learning solutions.
- Train the Enviro Educators on the newly created content
- Manage budget expenditures for materials purchased in relation to new and updated EnviroEd Programs
- Assist in the writing of grant proposals for private- and public-sector funders
- Produce reports on program development progress for external funders
- Perform all other duties/projects as assigned

Qualifications:

- Bachelor's degree in Education, or similar field will be mandatory
- Undergraduate studies with a focus on environment, and or the sciences
- Experience utilizing Microsoft Office Suite
- Strong sense of initiative, can work independently
- Ability to adapt to changing assignments and multiple priorities
- A wide degree of creativity
- Bilingualism is considered an asset
- Valid First Aid/CPR and WHMIS certification is considered an asset
- Experience with graphic design and Adobe Creative Cloud is considered an asset
- Strong organizational, time management skill
- Loves working in a team environment
- Strong written and oral communication skills
- Must have a passion for the environment
- Must be able to complete and pass a criminal background check
- Must have a valid Canadian driver's license
- Must be able to provide a Driver's Abstract from the Registry of Motor Vehicle

WORKING CONDITIONS

- Additional hours, or time outside of the normal work hours, may be required in order to meet operational requirements of planning and delivering specific projects at specific times of the year.
- Travel may be required

TO APPLY

Please email your resume and cover letter directly to hrhire@clean.ns.ca