



**JOB OPPORTUNITY**  
**EDUCATION PROGRAM MANAGER**  
Full time (30h/w) | Annual salary \$60,800-\$71,200

### **ABOUT SIERRA CLUB BC**

Sierra Club BC (SCBC) is the longest-running environmental charity in B.C. with over 55 years of experience speaking up for forests, biodiversity and a stable climate. From the grassroots to the forest canopy, from the classroom to city hall, we work alongside communities to build a brighter future for the people and places we love. We are committed to justice, diversity, equity, and inclusion in both our hiring practices and work environment. We encourage women, people of Indigenous ancestry, people of colour, and LGBTQIA2SP individuals and members of other diverse communities to apply for careers with our organization.

### **ABOUT THE ROLE**

Sierra Club BC's Education Program Manager brings a strong background in education and transformational learning to the role of administering our education program. They support and grow a thriving program of curriculum-linked, nature-based workshops for learners and teachers across BC. This program directly engages learners with local natural environments through hands-on activities and experiential learning opportunities that highlight a culture of sustainability and encourage respect for Indigenous knowledges. This work is done through a lens that centres healthy development for young learners and those they engage with. A strong candidate for this position encourages inquiry and can communicate with diverse communities through an environmental and social justice lens, based in intercultural knowledge and understanding, as well as their own lived experience. They have a strong commitment to diversity, equity and inclusion.

#### **Level of Education/ Relevant Experience Required:**

- A university degree in Education, Environmental Studies or another relevant field; or demonstrated life experience of an equivalent nature.
- Minimum three years' experience within environmental education, outdoor education, youth engagement, and/or experiential education.
- Experience in program and staff management, preferably in a not-for-profit setting.
- Strong budgeting and financial tracking skills, particularly within the context of a not-for-profit organization.
- Experience writing grant applications and managing grant deliverables.
- Demonstrable experience working with children and youth in a classroom environment or other settings, including a variety of cultural contexts.
- Familiarity with environmental education theory and approaches, including First Peoples Principles of Learning and Transformational Learning.
- Experience writing engaging educational materials and curriculum for youth (knowledge of BC Curriculum is an asset).
- Knowledge of Microsoft Office, Microsoft Teams, and Zoom (assets include basic knowledge of WordPress and Google Classrooms).

**Skills Required:**

- Strong written and verbal communications skills.
- Deep understanding of environmental justice, social justice, and cultural contexts within BC.
- Familiarity with BC Curriculum, and alternative forms of education.

**Key Responsibilities:**

- Hire, supervise, train and guide a team of Facilitators of Learning, ensuring that they are supported to reach their full potential as educators.
- Develop and deliver workshops to student's grade K-12, and professional development workshops for teachers.
- Manage the annual programming calendar, including scheduling workshops and coordinating travel logistics.
- Manage workshop bookings, cases, and reports through Salesforce CRM. Track program delivery statistics and maintain records and files.
- Develop and execute the annual program budget and track all program expenses.
- Assist with preparation of narratives and budgets for funding proposals and reports in collaboration with the Development Team.
- Work with the Communications Team to develop and deliver the Education Program marketing and communications plan, including promoting our free online educational resources.
- Collaboratively create content for blogs, media articles, and the monthly Education E-News.
- Network, communicate and collaborate with community partners including schools, school districts, Indigenous leaders, community groups and/or other non-profit organizations.
- Collaborate with the JEDI team to support internal transformational conversations.
- Collaboratively develop outward facing materials, curriculum, and professional development BC wide.

**COMPENSATION**

- This is a four days per week (30 hours) position, with a salary range of **\$60,800.00-\$71,200.00 (FTE 76-89K)**
- Four weeks of paid vacation; additional week of paid time off during holiday office closure.
- Benefits package including health, vision, dental and other supports for wellness.
- Personal and professional development opportunities are available.

**HOW TO APPLY**

- Submit a CV and cover letter in one consolidated document, with the words "Application for Education Program Manager" in the subject line to Kate Sotelo, at [HR@sierraclub.bc.ca](mailto:HR@sierraclub.bc.ca)
- Applications received before March 21<sup>st</sup> will receive priority.
- NOTE: All applications are read and reviewed personally by our hiring team, without the use of AI reviewers. Please write your application with authenticity, and in your own voice so we can better understand your perspective.

- This position is based in B.C., with preference to candidates in the Lower Mainland or Southern Vancouver Island. Applications from other provinces or internationally will not be considered.
- No phone calls please. Only those candidates who are short-listed will be contacted.  
We thank you for your time in applying to Sierra Club BC for this role.