

*Inspiring Hope. Caring for Creation.*

## **Programs Assistant**

(Anticipated 2 positions pending funding approval)

Position(s) will be funded by Canada Summer Jobs grant and are based on funding approval.

**Location:** Hamilton Office & Cedar Haven Eco-Centre, Freelon  
**Workweek:** Monday to Friday (with the exception of four Saturday workshop dates)  
**Workterm :** May-August (16 weeks) 30hrs/week  
**Wage:** 15.00/hour  
**Closing Date:** April 12th

### **Job Description:**

The successful candidate will assist in administration support and planning of our environmental programs and conservation science work. They will ensure our various community events have proper materials and supplies like food and drinks, print material and first aid supplies. Administration skills are required to liaise with various participants and community organizations about arranging visits to the farm and following-up to gain feedback about their visit. These employees will develop new organizational skills and get a sense for how managing a charity works. A Rocha expects these employees to have and develop an inclusive and welcoming attitude toward all people.

*Employees are expected to submit one "story" per month to be used as A Rocha promotional material. These stories can be submitted in written form or as a short video. Stories should highlight an inspiring experience, a personal reflection or a description of the employees work.*

### **Tasks involve:**

- Plan and coordinate community events - environmental education workshops
- Support the administration program needs of A Rocha Ontario
- Assist in volunteer intake and volunteer management
- Liaise with local organizations and participants to build and maintain partnerships
- Arrange visits for participants to Cedar Haven Eco-Centre and gain feedback
- Developing teaching tools (field guides, education signs, handouts, etc.) for various programs
- Hosting and engaging visitors to the centre including children, at-risk youth, persons with disabilities, seniors, newcomers, refugees and other visitors
- Having an inclusive and welcoming attitude toward all people
- Participating in A Rocha community through team days, discussions, and mentoring

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**Field of Studies and/or Experience in:**

- Non-profit Management, Business. Interested in pursuing a career in Non-profit management.
- Biology, Ecology, Environmental Sciences, Natural Sciences, Conservation Science, Natural Resource Management. Interested in pursuing a career in Natural Sciences or Environmental Conservation.
- Education, Social Work, Youth Ministry, Child and Youth Studies, Outdoor Recreation and Environmental Education. Interest in a career related to education, outdoor recreation, environmental education, or nature based therapy.

**Requirements/Qualifications**

- Must be a Canadian citizen, permanent resident, or person with official refugee status.
- Successful applicants will be required to pass a Criminal Records Check and Vulnerable Sector Check
- Experience providing/leading programs for groups of people (Summer camp, service club, etc.)
- Ability to work outdoors in a variety of weather conditions, near biting insects (mosquitoes, blackflies)
- Ability to take initiative, work independently, organized, self-starter
- Demonstrated ability to communicate and connect well with new people
- Demonstrated alignment with A Rocha Values (5 C's of A Rocha available on website)

**Asset Qualifications:**

- Knowledge of local flora and fauna, natural history
- Knowledge of organic gardening techniques
- Knowledge of Ontario Ministry of Education Curriculum
- Cross cultural experience
- Previous experience in event planning, or curriculum development
- Experience providing/leading programs for groups of people (summer camp, service club, etc.)
- First Aid and CPR
- Access to reliable transportation to and from the centre

**Apply**

To apply, email your cover letter and resume to [hamilton@arocha.ca](mailto:hamilton@arocha.ca) by April 12th, 2018. If successful, you will be contacted for an interview in the week of April 15. The successful applicant will be notified by April 26th--provided Service Canada has approved funding.