

SUMMARY OF PRIMARY JOB FUNCTIONS

The primary responsibility of the **A Rocha Brooksdale Program Operations Manager** is to manage, resource and support A Rocha core program initiatives that inspire wonder, hope and hospitality. These hands-on conservation science, agriculture and education programs are to help *all* people engage with creation in meaningful and accessible ways. Current core programs include: Sustainable Agriculture Conservation Science, Environmental Education, and Internships.

A Rocha Canada Mission & Vision:

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture.

We envision the transformation of people and places by showing God's love for all creation.

Restoring salmon habitat, training young scientists, inspiring school children, feeding low-income families – A Rocha is transforming people and places through hands-on conservation projects, environmental education programs and sustainable agriculture initiatives.

A Rocha "5 Cs":

Christian – Underlying all we do is our biblical faith in the living God, who made the world, loves it and entrusts it to the care of human society.

Conservation – We carry out research for the conservation and restoration of the natural world and run environmental education programs for people of all ages.

Community – Through our commitment to God, each other and the wider creation, we aim to develop good relationships both within the A Rocha family and in our local communities.

Cross-cultural – We draw on the insights and skills of people from diverse cultures; locally & around the world.

Cooperation – We work in partnership with a wide variety of organizations and individuals who share our concerns for a sustainable world.

Relationships:

- Reports to Brooksdale Director
- Supervises the Sustainable Agriculture Coordinator, Environmental Education Coordinator, Conservation Science Coordinator, and Internship Coordinator.
- Key Internal Relationships: A Rocha Brooksdale Staff & A Rocha Canada Staff
- External Relationships:
 - Local Church & other faith organizations
 - Other local non-profit organizations & businesses

DUTIES AND RESPONSIBILITIES

Supervision and Support of 4 Core Program Coordinators (60% ~24hrs/week)

- One-on-One support of core program leads, including Conservation Science Coordinator, Sustainable Agriculture Coordinator, Environmental Education Coordinator and Internship Coordinator, including:
 - budgeting and fiscal management support;
 - cross-program fundraising systems and accountability;
 - program development;
 - missions and vision alignment; and
 - leading regular supervisory meetings to ensure good working relationships and growth
- Collaborate with lead staff to research, apply for and manage grant applications and funds toward the education, conservation science and sustainable agriculture programs to ensure compliance, work plan, evaluation and reporting.
- Collaborate with Brooksdale Administrator to support program leads in consistent scheduling, online and paper filing, financial reporting, and other operational systems alignment.

Program Team-wide Leadership (20% ~8hrs/week)

- Co-ordinating & Facilitating Planning Days (approx. 6 half-days x/annually)
- Co-ordinating & Facilitating Brooksdale Leadership Team (90 minutes weekly)
- With support from the Brooksdale Directors, recruit, supervise and train lead program staff & volunteers.
 - Invite people to participate in A Rocha Brooksdale's programs.
 - Support in recruiting staff to assist in program implementation.
 - Supervise staff and volunteers:
 - Provide exceptional training for staff and volunteers that integrates best practices and A Rocha's vision, mission and values
 - Good communication of expectations.

Communication Management (5% ~2hrs/week)

- Collaborate with Administrator to Manage website and other social media related platforms.
- Participate in Provincial Communication Coordination

Brooksdale General Fundraising (10% ~ 4hrs/week)

- Engage, cultivate and invite people to financially support A Rocha Brooksdale (refer to ARC's Relational Fundraising Movement Document).
- Agree with supervisor on annual fundraising plan, activities, tasks, goals and targets.

Contemplation & Learning (5% ~2hrs/week)

- Practice spiritual disciplines of prayer & silence weekly.
- Implement weekly learning/personal development plan (in consultation with supervisor).

QUALIFICATIONS

- Embodies A Rocha Canada's Vision, Commitments and Core Values.
- Active member of local Christian community.
- Undergraduate Degree (or equivalent experience)
- Able to work alone and in teams.
- Self-starter & able to initiate.
- Able to lead others.
- Willingness to learn.
- Criminal record search required

HOURS OF WORK & TRAVEL EXPECTATIONS

- This is a 1.0 FTE position
 - This role has flexible hours that must be agreed upon with supervisor.
 - This role entails working on some evenings and weekends in addition to participation in special events as required.
- Annual National Team Gathering (4-5 days)

To apply for this position, please email Shauna Anderson at shauna.anderson@arocha.ca with a cover letter, resume, and 3 references. Deadline: December 7th, 2020, 5pm PST.