



## Environmental Education Coordinator

**Location:** Winnipeg Office (500 Shaftesbury Blvd.)

**Workweek:** Part time, flexible hours, occasional weekends and evenings (up to 20 hrs/week, willing to negotiate based on applicant)

**Salary:** \$19.50- \$21.50/hr (based on experience)

### JOB DESCRIPTION

The **Environmental Education Coordinator** works to inspire children, youth, and communities to connect with nature through place-based environmental education and conservation initiatives. In collaboration with the Program Manager, the Coordinator is responsible for the development, coordination, and safe implementation of A Rocha Manitoba's environmental education programs. These programs range from day camps and school visits to retreats and community events.

Key responsibilities include curriculum development, management of supplies, partnership/volunteer coordination, and leading dynamic, hands-on educational activities. Additional duties involve administrative tasks such as maintaining program records, supporting fundraising efforts, writing grant applications, and helping with event planning and implementation.

The ideal candidate will be passionate about working with children and have experience in experiential education, particularly in an outdoor/environmental context. Strong initiative and teamwork skills are essential. A Rocha's work is grounded in a Christian framework of creation care, and the Environmental Education Coordinator is expected to demonstrate a commitment to Christian faith and discipleship.

A Rocha values diversity and inclusion and encourages individuals from all backgrounds to apply.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### **Environmental Education Development and Implementation (90%)**

- Research and develop place-based environmental education opportunities for children and adults
- Coordinate/Communicate with partner organizations
- Build new connections and partnerships with relevant people and organizations
- Maintain accurate attendance records and administration for all programs as well as incident reports, medical forms, and program reports
- Lead environmental education activities in a safe and fun manner
- Assist in the development and execution of program impact and evaluation
- Assist in hiring summer staff
- Guide summer program staff during programming
- Coordinate program volunteers
- Lead other A Rocha programs and events as needed

#### **Fundraising (5%)**

- Engage, cultivate and invite people from personal network to financially support ARMB
- Agree with supervisor on annual fundraising plan, goals and targets
- Research and apply for relevant grants
- Assist in developing environmental education and recreation content for marketing, promotional, and fundraising uses.



## Environmental Education Coordinator

### Contemplation and Learning (5%)

- Participate in A Rocha community through team days, discussions, events and mentoring
- Practice spiritual disciplines of prayer & silence weekly
- Implement learning/personal development plan (in consultation with supervisor)

### QUALIFICATIONS

- Embodies A Rocha Canada's Vision and 5 Commitments
- Experience and/or education in environmental education, recreation or related field
- Experience working with children
- Ability to work outdoors in a variety of weather conditions
- Demonstrated ability to communicate and connect well with new people
- Strong project coordination and organization skills, including workload management.
- Personal initiative and able to manage details
- Time-management skills
- Willingness to learn

### REQUIREMENTS

- Criminal record check and Vulnerable Sector check required

### ASSETS

- Knowledge of local environmental concerns
- Experience in event planning and/or curriculum development
- Experience leading programs for groups of people (summer camp, service club etc)
- First Aid and CPR
- Access to transportation

### A ROCHA CANADA MISSION, VISION, COMMITMENTS

A Rocha is an international network of Christian nature conservation organizations. Our mission is to live out God's calling to care for creation and equip others to do likewise. We envision a hope filled world where communities flourish as people and nature thrive together.

#### A Rocha International 5 Commitments:

- **Christian** – We follow Jesus Christ, who created the world and calls us to care for it.
- **Conservation** – We protect and restore nature and are committed to local places and people over the long term.
- **Community** – We invest in good relationships through our commitment to God, one another and the wider creation.
- **Cultural Diversity** – We celebrate the insights, perspectives and solutions offered by our diverse cultures.
- **Collaboration** – We seek to work with anyone who shares our vision.

### TO APPLY

Please send a cover letter and a copy of your resume to [manitoba@arocha.ca](mailto:manitoba@arocha.ca)  
Job posting is open until a candidate is found