

Program Coordinator – Raincoast Education Society 2019 Internship

Number of positions: 2

Apply by: April 10 2019

Schedule: Full time, June 24-August 30, 2019

Hours: 35 hours per week, usually Monday to Friday 9-4, (some evenings and weekends required)

Wage: \$16/hour

Details

The Raincoast Education Society (RES) is an independent non-profit society and registered Canadian charity. The RES was established in August 2000 with a mission to help shape an environmentally sustainable future for the Clayoquot and Barkley Sound region through education and community stewardship. Our aim is to enable citizens within and beyond the Clayoquot and Barkley Sound region to participate knowledgeably, effectively and responsibly in the work of shaping this future for our region and for our planet.

We seek to accomplish our mission by delivering a broad range of high-quality educational and interpretive programs, such as guided walks, seminar series, summer camps, school programs, and events focused on the natural environment, cultures, and communities of the Clayoquot and Barkley Sound region.

The RES has a long history of hiring summer interns to assist with our diverse range of outdoor education and research programs that take place in the Clayoquot and Barkley Sound region. We are proud to see past interns pursue careers and opportunities as varied as the Vancouver Aquarium, David Suzuki Foundation, Masters and PhD programs, founders of outdoor adventure and education businesses, Parks Canada, BC Ministry of Environment and more.

Responsibilities

With guidance and support from their supervisors, the Program Coordinator will develop & deliver educational and interpretive programs about the natural environment and the cultural history of the region for locals and visitors to the area, and develop & deliver day-long camps for youth. In addition, the Program Coordinator will (as necessary) assist with research and monitoring programs, assist with events, and assist with the organization's communications and public relations.

The Program Coordinator will be responsible for running summer camps for youth, and outreach programs for locals and visitors. They will delegate some tasks to the Research & Education Assistant, and build relationships with junior staff to ensure that all programs are delivered to the highest standard.

Qualifications

- enrolled in, or completed a Bachelor's program in Biological Sciences, Environmental Sciences or Education
- due to funding requirements, must be between 18 and 30 and a Canadian Citizen (or permanent resident)
- First Aid and CPR (Wilderness First Aid an asset)
- must have own vehicle and ability to use vehicle to access program sites
- class 4 driver's license and willingness to drive 24 passenger bus an asset
- Bronze Cross Certificate an asset

Experience and Knowledge

- strong knowledge of flora and fauna of the Pacific Northwest
- experience working with children
- experience in program planning and coordination
- strong communication skills and experience working in a team environment
- demonstrate comfort and ability to remain outdoors most of the day
- demonstrate professionalism and good judgment

How to apply

Send resume and cover letter to ariane@raincoasteducation.org before April 10 2019, with title format: "your name: Program Coordinator application".

Note: Successful applicants will be responsible for their own housing in Tofino for the duration of the position.