



Education Coordinator

The Saskatchewan Prairie Conservation Action Plan (PCAP) is looking for an **energetic, creative, organized, responsible, and detailed-oriented** individual to coordinate the planning and delivery of the PCAP education programs on a contract basis. This individual will work under the direction and supervision of the PCAP Manager.

Educational Programs Background:

PCAP delivers two exciting, curriculum-supported prairie conservation education programs for the upcoming school year (2018-19).

Adopt a Rancher (AAR) will connect students in participating Grade 10 classrooms with a local rancher to learn firsthand the importance of native prairie stewardship. The Education Coordinator is the liaison between the rancher, teacher and students as the class communicates with the rancher to collect information for a case study. At the end of the unit, the coordinator leads students on a field trip to the ranch where they collect information for their case study and engage in other learning opportunities.

Taking Action for Prairie (TAFP) is an environmental education program available for participating Grades 6-8 classrooms. The Education Coordinator will lead classrooms through a 1-2 hour interactive program which creates awareness and appreciation of native prairie through hands on activities and experiences which encourage taking leadership towards native prairie conservation. Students develop an action plan that they can implement within and to benefit their own community.

Responsibilities include:

- Act as the PCAP liaison with the relevant PCAP Partners and schools participating in the education programs, and in the case of AAR, the participating ranchers;
- Contact schools to communicate information about education programs, and schedule and confirm outreach visits;
- Schedule a delivery timeline for interested schools;
- Assist in the development and revision of education program activities;
- Organize meetings and logistical information (vehicles, accommodations, timetables) for education programs, if necessary;
- Collect relevant partner materials (posters, booklets, fact sheets) and necessary supplies for school resource kits and visits;
- Compile program evaluation summaries from teachers;
- Complete funding applications and reports on a timely basis;
- Co-ordinate media to attend outreach visits and request copies of articles;
- Lead additional staff (as needed) during TAFP program delivery at schools;
- Participate in additional education program opportunities, such as trade shows, fairs and symposiums, including, but not limited to, Canadian Western Agribition's Agri-Ed Showcase and Ag In the City.

Critical Attributes and Skills:

- Knowledge of native prairie ecosystems including geography, threats and species at risk;

- Love for learning and sharing knowledge with others;
- Knowledge of Saskatchewan organizations involved in prairie conservation;
- Excellent communication skills (written and verbal) and comfortable with public speaking;
- Excellent organizational and computer skills;
- Self-motivated and able to work independently and as part of a team;
- Experience in sharing information about agricultural production systems and working ecological landscapes an asset;
- Experience in researching and developing communications an asset;
- Experience in developing and delivering interpretive programming to elementary & high school students, including knowledge of extension and interpretive techniques an asset;
- Reliability and flexibility in work hours including travel for education programs;
- Valid Driver's License (including clean driving record).

The successful candidate may also be awarded other opportunities through PCAP including assisting with event organization, online resource editing and other activities.

Part-time contract likely would not exceed 25 hours/month for 7 months out of the year, but will be dependent on available funding.

Organization Overview:

The Saskatchewan Prairie Conservation Action Plan (PCAP) is an action-oriented partnership that brings together 29 native prairie stakeholder organizations including producers, industry, provincial & federal governments, ENGO's and research/ educational institutions all working towards a common vision of prairie conservation within Saskatchewan's Prairie Ecozone. PCAP has a long history of successfully delivering environmental outreach education programs about prairie conservation to elementary and secondary school students.

Please submit a cover letter, resume and 2 references by **Friday, May 25, 2018**. Submit applications via email to: pcap@sasktel.net

Please feel free to contact the PCAP Manager at (306) 352-0472 or pcap@sasktel.net with any questions. Only those candidates selected for an interview will be contacted.