

EDUCATION COORDINATOR (TERM SPECIFIC-MATERNITY LEAVE)

Purpose: To manage a well organized education program and continually work to better market it and enhance its quality.

Duties:

- Conduct interpretive tours of the Delta Nature Reserve to school and community groups
- Develop educational material
- Supervise Summer Day Camp program and staff
- Assist in the planning of special events, e.g. Celebrating Women & the Spirit of the Cranes, International Bog Day, Jog for the Bog and Haunted Hallowe'en Garden
- Fundraise
- Create newspaper, TV & radio ads, brochures and newsletters and other marketing
- Update website
- Coordinate volunteers
- Set up displays at community events
- Deliver presentations to school and community groups
- Carry out and supervise scientific data collection in the Delta Nature Reserve
- Work within a budget
- Become familiar with
 - Role of Burns Bog Conservation Society
 - Delta Nature Reserve
 - Ecological importance of Burns Bog
 - Threats to Burns Bog and current issues
 - Conservation and how the public can help
 - FAQ's
- Continuously enhance your personal knowledge base by familiarizing yourself with the resources offered at the Burns Bog Conservation Society's office
- Complete other duties as deemed necessary
- Represent Burns Bog Conservation Society in a professional manner

Benefits:

- Gain a wide range of skills in areas of education, marketing and communications, business, event & program planning and staff supervision
- Enhance your interpretive and public speaking skills
- Receive training from experienced naturalists on the natural and cultural history and ecology of Burns Bog
- Meet new people
- Give back to your community

Requirements:

- Internet and computer literate (Microsoft Word, Excel, Power Point, Adobe InDesign, Illustrator and Photoshop)

- College level English communication skills mandatory; second language an asset
- Well organized
- Outgoing, enthusiastic, reliable and mature
- Able to work independently and as part of a team
- Able to work with a wide range of people including those from a diverse background and with a variety of challenges
- Have a keen interest in nature interpretation and conservation and love children
- A science degree in environmental science, ecology, biology an asset – experience will be considered
- Criminal record check
- Valid BC driver's license and own transportation
- Experience in a non-profit or education position is an asset as well as experience in nature interpretation
- First aid certificate is an asset
- This is an equal opportunity position although the person must be able to give two-hour tours and on some occasions, twice a day.

Time Commitment:

37.5 hours per week

Responsible to:

Supervised by the President

Safety precautions are part of the Staff Employees and Procedures Manual that all employees must read. Brochures will be provided from WCB regarding safety procedures.

****Must be flexible for evening and weekend work****

We thank all applicants for submitting their resumes however only successful applicants will be contacted. Thank you for your interest in the Burns Bog Conservation Society.

Application deadline: March 4, 2008

Anticipated Start Date: April 1, 2008 (Tuesday-Saturday, 9am-5pm)

End Date:

Please apply via mail, fax or e-mail to:

Eliza Olson

Burns Bog Conservation Society

4-7953 120th St., Delta, BC V4C 6P6

Tel: 604.572.0373 Fax: 604.572.0374

Email: eliza@burnsbog.org