

EDUCATION PROGRAM SPECIALIST - NORTHWEST ALBERTA

Location: Grande Prairie - working remotely from your home-office **OR** Edmonton - working from Inside Education office (with extensive travel to Grande Prairie and area).

Inside Education is seeking an enthusiastic, adaptable and talented educator - someone who can spark interest and engage others in learning about Alberta's environment and natural resources. This position will complement our education program team to support teachers and inspire students with a focus on northwestern Alberta and northeast British Columbia.

Inside Education is Alberta's largest environmental and natural resources education charity. Our mandate is to support K-12 school teachers across Alberta and inspire their students when it comes to working towards a balanced, sustainable future for our economy, environment, and society. For the past 36 years, Inside Education has delivered award-winning educational programs to students and teachers. Working with partners in government, industry, academia, the environmental sector, and Indigenous communities, our programs engage students in solutions-focused approaches to environmental topics and issues.

Education Program Specialist - Northwest Alberta Position

As an Inside Education Program Specialist, you will be focused on expanding our program offerings and relationships in northwestern Alberta and into northeastern British Columbia. A particular focus will be deepening our programming in Indigenous communities throughout the region. You will be involved in all aspects of our education programming, including classroom presentations, student field trips, youth summits and teacher professional development programs.

Your primary responsibilities will be:

- **Coordination:** responsible for the full implementation of the programs including managing program requests, bookings and teacher communications as well as booking guest speakers for events.
- **Delivery:** present on a variety of curriculum-linked topics such as energy, forests, water, wetlands, climate change, agriculture and air quality, etc.
- **Networking & Promoting:** you will also represent Inside Education at

stakeholder meetings, teachers conventions, and other special events local to the region.

- **Evaluation & Reporting:** assess and report on the success of education programs and maintain accurate program statistics.
- **Development:** collaborate with team members to develop and enhance our education programs to support overall goals & objectives.

Note: This position requires extensive travel. Inside Education will provide a travel allowance or rental car, and hotel accommodations and daily meal per diems when required. If you are based in Grande Prairie a personal vehicle is required.

Qualifications

- A post-secondary degree in Education, Environmental Science, Outdoor Leadership, or an equivalent combination of education and experience.
- Experience leading groups, implementing and delivering education programs and working with young people.
- Proven ability to build and maintain relationships with external stakeholders including schools and partner organizations.
- A strong understanding of Alberta's natural resources and related issues and innovations.
- Ability to work outdoors in all weather conditions.
- Ability to work effectively in a highly collaborative team setting as well as in an independent, self-directed environment.
- You must be a safe, experienced driver with a clear abstract (vehicle not required unless based in Grande Prairie), travel on gravel roads, and to rural communities is required.
- Current Standard First Aid & CPR certificate (Level C). Additional safety training is an asset.
- Inside Education's COVID-19 policy requiring all staff to prove full vaccination.
- This position will be partially funded through employment grants; therefore, candidates must be between 21- 30 years of age by the position start date.
- Preference will be given to applicants located in the Grande Prairie area.

Terms & Compensation

- This full-time, 10 month-term position will start on September 1, 2022 and be based out



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of Grande Prairie (home office) or our Edmonton office.

- Salary is \$51,500 and based on a 36.25 hour work week. This position includes a non-profit sector competitive benefits package (Health Spending Account and employer RRSP match etc.).
- Frequent travel and a flexible schedule including overnights, and related overtime is required; equivalent time-off-in-lieu and travel expenses are provided.

To Apply

Interested applicants should complete this [online application](#) where you will upload a resume and cover letter (one pdf file please).

We appreciate all interest in this position, though regret that only those selected for an interview will be contacted. **Deadline for Applications - July 10, 2022**