



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Education Manager (Generalist)

<b>Job ID</b>	<b>D2-01-F8-29-23-7D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=D2-01-F8-29-23-7D">https://careers.indigenous.link/viewjob?jobname=D2-01-F8-29-23-7D</a>	
<b>Company</b>	Canadian Wildlife Federation	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2020-12-08	To: 2021-06-06
<b>Job</b>	Type: Full-time	Category: Education
<b>Languages</b>	Bilingual is an asset (English and any other language)	

### Description

Your Connection to Wildlife

As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position:

Education Manager (Generalist)

Position Overview:

Reporting to the Director of Education, the Education Manager is in charge of experiential program design, delivery and evaluation in accordance with the Canadian Wildlife Federation (CWF) strategic plan for a variety of CWF Education Programs.

Lead development of national non-formal community wildlife education initiatives

Develop and manage national wildlife & nature immersion programming

Represent CWF in the collaborative development of nature connection conferences & training

Act as a key liaison with priority communities identified by CWF

At the Canadian Wildlife Federation, we celebrate the uniqueness of all individuals.

Diversity is a fundamental part of our core values; we create every opportunity to become more inclusive. We encourage applications from qualified candidates from all diverse communities including, but not limited to, Indigenous persons, racially visible persons, people with disabilities, LGBTQ+, and women.

Core Competencies

- Time Management and Task Prioritization
- Communication
- Organizational and Environmental Awareness
- Planning and Organizing
- Problem Solving
- Leadership
- Teamwork
- Providing Consultation
- Ethics and Integrity

Requirements

- Extensive experience in the development and oversight of programming for youth and adults, including managing program budget and expenses
- Professional experiential education pedagogy " Graduate certification of education, community development or equivalent
- First aid or similar " Wilderness basic first aid or higher required within first year of employment
- Group management " National OCC field leader 1 or equivalent required within first year of employment
- Risk management " Minimum of ten years professional experience managing outdoor activity risk management or equivalent.
- Recent Police Record Check with Vulnerable Sector Check clear of convictions or willingness to have one completed
- Bilingual is an asset (English and any other language)

## Core Duties

- The education manager oversees nature education programs that reach communities across Canada. This may include audiences in diverse communities, older communities, school and non-formal education providers.
- The education manager ensures clear and consistent information flow (including budget tracking) to CWF finance staff, other employees, and contracted staff within their program areas. They contribute to weekly Education Team meetings and write quarterly one-page summary reports about their performance successes and challenges and talk directly with the Education Director several times a week.
- They oversee the development and maintenance of relationships with key sector partners.
- It is their responsibility to make sure facilities and venues for CWF programs are appropriate.
- Through consultation with Education Director they develop programs and events, and ensure that equipment, catering and other logistics are in order and that programs are administered in accordance with industry standards.
- Ensures that programming is integrated with education initiatives and other CWF programs.
- Monitors income and expenses, and supervise contract and summer intern staff.

## Specific Work Activities

- Represent the best of CWF brand including the wearing of corporate dress as required.
- Active participation and contribution to specific event and program planning committees.
- Manage, maintain and evaluate programs.
- Daily communication with CWF staff and partners.
- Monitor staff performance to ensure that risk management procedures are being followed.
- Purchase supplies or services from outside vendors, such as educational products and services.
- Collect record and reconcile program income and expenditures.

## General Activities

- Review programs on a regular basis to gather information and monitor effectiveness
- Communicate with Education Director, Ed Team and CWF colleagues
- General oversight of best practice and industry trends
- Make decisions and develop plans for how to manage programs
- Contribute to ongoing training and development for CWF Ed Team

## Key Results

- Increase participation in national non-formal community wildlife education initiatives
- Increase participation in national wildlife & nature immersion programs
- Positively represent CWF in internally and externally
- Positive evaluation and alumni of intern program

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## Work Conditions

- Full-time, permanent.
- Work from home or office-based position, the ideal candidate will be located in Ottawa or willing to move to Ottawa.
- Travel throughout Canada as required (Covid safety protocols currently in effect)
- Interacts with participants, their parents/guardians, various staff and management levels, and the public at large.
- Overtime may be required.

## Why work with us

- We are a rapidly growing team of forward-thinking individuals who all share a common passion, the Canadian outdoors!
- Friendly and casual work environment
- We are committed to building a more diverse workforce
- Work-life balance
- Free parking on premises
- Competitive salary within the non-profit sector
- Variety of social events held throughout the year, temporarily on hold due to covid-19.

Physical Demands â€“ Moderate

Job Hazard â€“ Moderate due to travel

Mental Stress â€“ Low / moderate

Human Relation Skills â€“ Influential

Independent Working â€“ Broad

Impact on End Results - Primary

**Credentials**

- Standard First Aid & CPR or Wilderness First Aid
- National OCC Field Leader 1 or equivalent

**How to Apply**

APPLICATION DEADLINE: Position will be posted until filled --Interviews will be taken place after January 4th, 2021.

HOW TO APPLY: Cover letter and resume should be submitted on our careers page. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview. We thank you for your interest in the Canadian Wildlife Federation.