



the Jane Goodall Institute of Canada

Job Posting: Roots & Shoots Manager One-Year Maternity Leave Contract

SUMMARY

The Jane Goodall Institute of Canada (JGI) supports wildlife research, education and conservation. Jane Goodall's Roots & Shoots is the sustainability education and youth empowerment program of the Institute. The program inspires and prepares young people to become compassionate leaders, who are globally mindful and locally active. JGI supports youth-led, community-based initiatives that promote the well-being of people, animals, and the environment. We are seeking an experienced self-starter to oversee the Roots & Shoots program, liaising closely with youth, educators, and partners from across Canada. The Roots & Shoots program has a strategic focus of working with underserved populations, including Indigenous communities.

This is a full time one-year contract maternity leave position reporting to the Director, Programs.

MAIN RESPONSIBILITIES

Program Management

- Maintain and build partnerships with schools, boards/divisions of education, community-based organizations, and Indigenous communities to implement the JGI Roots & Shoots program
- Manage on-going Roots & Shoots projects, clubs, and campaigns
- Prepare reports using monitoring and evaluation tools
- Support Youth Advisory Council activities, including monthly meetings, resource development, workshops and recruiting new members
- Track grant spending and project expenses
- Facilitate workshops and webinars (online) for educators, youth program facilitators, and Roots & Shoots participants
- Engage with a broad range of stakeholders to raise awareness of the JGI Roots & Shoots program, delivering presentations to youth, teachers, and donors

Communications & Resource Development

- Design and adapt Roots & Shoots resources based on thematic focus and links to school curriculum
- Contribute to Roots & Shoots content for website development and social media
- Develop new programs and assist with grant proposal development
- Research new grant opportunities
- Coordinate with the fund development team to provide updates for donors

SKILLS AND QUALIFICATIONS

- University degree in education, environmental studies, sustainable development, or other relevant discipline
- Three to five years of experience working in the education or youth-focused sector
- Exceptional written and verbal communication skills
- Ability to deliver presentations to a wide range of audience
- In-depth understanding of Indigenous perspectives – preference will be given to candidates with lived or work experience in Indigenous communities or organizations
- Experience in program management, monitoring and evaluation
- Proven ability to develop and build partnerships in the public and private sectors
- Advanced computer skills (MS Office) and other web-based communication technologies
- Bilingualism (French/English) is an asset

TO APPLY

When you join JGI Canada, you are joining a committed team that is passionate about protecting planet and supporting communities to improve the lives of animals, people, and the environment. To learn more about our work, visit www.janegoodall.ca.

Interested applicants are invited to submit a resume and cover letter explaining your interest in this position and working for the Jane Goodall Institute. Please send your application to bella@janegoodall.ca with “R&S Manager” in the subject line. Indigenous People are encouraged to apply.

The deadline for application is **Friday, December 4th, 2020**.