



**THE SEVEN OAKS SCHOOL DIVISION**  
invites applications for  
**ASSISTANT PROGRAM COORDINATOR**

Blue Thunderbird Land-Based Teachings Learning Centre is a Seven Oaks School Division facility and land-stewardship project. We support hands-on and experiential learning on 49-acres in West St Paul, linking students with opportunities to engage with the land around the themes of growing food and healthy eating, land and water stewardship, cultural and historic connection to land, and wellness (physical, mental, emotional, and spiritual). Programming is guided and informed by Education for Sustainable Development and Truth and Reconciliation framework.

**POSITION SUMMARY**

This full-time (35 hours per week) 12-month permanent position will report to the Program Coordinator, and will be responsible for the co-development and delivery of programming that connects students and teachers to the land, as well as related day to day grounds maintenance and administrative tasks.

**RESPONSIBILITIES**

- Day to day grounds and garden planning, operations, maintenance
- Assist with program bookings, tours, and activities
- Assist with events, presentations, and professional development facilitation
- Coordinate volunteers
- Assist with Divisional Compost collection, management and education
- Assist with communications (newsletters, website, teacher's resources, emails)
- Assist with educational outreach (school gardening, cooking, cultural connections, ecological activities)

**QUALIFICATIONS**

- Valid driver's licence
- Knowledge of Truth and Reconciliation Commission Calls to Action, and of Education for Sustainable Development frameworks and values
- Farming, gardening, and conservation experience; Knowledge of general ecological principles
- Knowledge and experience working with food crops and Indigenous plants
- Ability to facilitate programs for large groups of all ages and abilities

Applications are accepted online at [applications@7oaks.org](mailto:applications@7oaks.org)

Please attach a cover letter and resume detailing education, experience and three references

**Application Deadline: Friday, May 24, 2019 noon**

**Salary is commensurate with experience.**

*The Division is pleased to accept all applications, however, only those candidates selected for an interview will be contacted.*

*Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records Checks. Responsibility for acquiring these lies with the employee.*