



**Position:** Program Director

**Reports to:** Executive Director

**Status:** Full-time, permanent (dependent on funding)

**Location:** Bathurst and Bloor, Toronto, Ontario; Office will be moving to Queen and Dufferin in April 2018

**Closing date:** February 21, 2018

### **Background on Ontario EcoSchools**

Ontario EcoSchools strives to nurture environmental leaders, reduce the ecological impact of schools, and build environmentally responsible school communities. To do this we certify K-12 schools, create a vibrant provincial network, support strong EcoTeams, and share environmental toolkits and resources. We serve a network of over 1,800 schools and 56 school boards across Ontario. Please visit our website for more information at [www.ontarioecoschools.org](http://www.ontarioecoschools.org).

In addition to providing an engaging and dynamic work portfolio, we offer our staff:

- A collaborative and fun office culture
- Opportunities for growth and professional development
- Flexible schedules
- An environment that supports self-care, openness, balance, and inclusivity
- A competitive salary and comprehensive benefits package

### **Position Summary**

Reporting to the Executive Director, the Program Director will be responsible for the oversight and implementation of the Ontario EcoSchools program in support of its strategic objectives. The Program Director will lead the programs team to ensure the effective development, delivery, and ongoing evaluation of certification assessments, workshops and webinars, events, program resources, and support services to a network of over 1,800 schools and 56 school boards. The Program Director will also collaborate with the leadership team in overall strategic and operational planning, partnership development, community engagement, reporting, and fundraising. The ideal candidate is passionate about environmental education and demonstrates a strong track record in project management, change management, team leadership, and stakeholder relations.

### **Duties and Responsibilities**

#### *Program Planning & Administration*

- Lead the development of annual program and operating plan that are aligned with overall strategic directions
- Ensure the highest standards of delivery of all programs and services (certification assessments, workshops and webinars, events, program resources, and network support)
- Stay current with trends in environmental education and implement new and innovative methods for student and school community engagement

- Develop, monitor and evaluate key performance indicators to support increased participation, staff growth and success
- Develop strategic collaborations with stakeholders to increase support and resources to schools and school boards participating in the program
- Report weekly, monthly, and quarterly objectives and performance to the leadership team
- Document best practices and develop program policies and procedures
- Work with communications team to create relevant, timely and effective outreach strategies
- Ensure fulfillment of all contractual obligations with funders in collaboration with leadership team

#### *Team Management*

- Support the growth and development of 3+ staff through coaching, training, feedback, and evaluation
- Oversee the recruitment, selection, training, and supervision of program staff, including 25+ temporary staff
- Support team building at annual staff retreat and staff events
- Work with Associate Director on HR policies and procedures

#### *Financial Management & Budgeting*

- Manage the program operating budget, including regular reporting on actuals and projections
- Ensure program-related expenses are allocated to appropriate cost centres according to funding agreements
- Work with Associate Director on program-related finance, accounting, and procurement matters

#### *Community Engagement and Outreach*

- Manage outreach to new school boards and maintain relationships to strengthen the Ontario EcoSchools provincial network
- Promote the Ontario EcoSchools program to senior/central school board staff to facilitate and increase participation
- On occasion, facilitate Ontario EcoSchools workshops and webinars engaging students, staff, and school communities in the program
- Work with government ministries to ensure alignment between the Ontario EcoSchools program and the government's guidelines and policies
- Support the collection and analysis of feedback from the Ontario EcoSchools community to ensure success and continuous improvement

#### *Strategic Planning & Fundraising*

- Support the development of long-term strategic goals and annual operating plans
- Provide recommendations for program innovation and development based on performance data and external trends
- Support revenue generation through proposal writing, delivering presentations, relationship management, and reporting

#### *Qualifications (required)*

- Successful completion of a post-secondary degree in education, environmental science/studies, business administration, or related field
- 5-7 years of relevant professional experience, with a minimum of 2 years in a senior management role (experience with environmental education programs preferred)
- Well-developed knowledge of environmental issues and environmental education, particularly as they occur in Ontario's formal education system
- Experience in budgeting and financial management

- Experience working with educators and/or school board officials
- Strong team leadership and managerial skills
- Working knowledge of project management tools and methodologies
- Excellent public speaking, facilitation, relationship management and communication skills
- Excellent organizational, research, evaluation, and report writing skills
- Resourcefulness, initiative, and flexibility to function collaboratively as part of a small team
- Proficiency in Microsoft Office programs, including Word, Excel, and PowerPoint
- Valid Ontario Class “G” driver’s license

Assets (desired)

- Experience working within the nonprofit sector
- Experience or familiarity with the Ontario EcoSchools program
- Fluency in French
- Experience in partnership development and stakeholder relations
- Experience working with Wordpress, Drupal, Salesforce, Google Apps, GoToWebinar, and/or Adobe Creative applications
- Access to vehicle

To apply, please send a cover letter and resume in a single PDF document to hiring @ ontarioecoschools.org by 11:59pm on February 21, 2018. Only successful candidates will be contacted for an interview. No phone calls please.