

## **Manager, Classroom Gardens Program Ottawa Network for Education**

**Consider joining the dynamic and creative team at the Ottawa Network for Education.**

The Ottawa Network for Education (ONFE) is a non-profit charitable organization that develops innovative collaborative programs to enrich public education in Ottawa. Working with partners from business, education, government and the community, ONFE has launched over 40 programs since its inception in 1985. ONFE also acts as a catalyst for discussion and collaborative action around local education issues.

If you care deeply about our community and helping students achieve their full potential, consider joining us!

### **Manager - Classroom Gardens [Part-time, Contract]**

We are looking for an energetic individual to manage and grow ONFE's Classroom Gardens program. Students in this exciting new initiative grow plants from seed and learn in a hands-on way about plant life-cycles, nutrition, healthy eating, entrepreneurship and leadership.

Reporting to the Program Director, the successful candidate will:

- Train and support school staff and volunteers.
- Build and maintain relationships/partnerships with community organizations and experts in related fields.
- Work with education and community partners to develop and implement learning activities for students.
- Develop educational resources for students, educators and parents.
- Create processes and resources to support program sustainability and growth.
- Manage and track equipment and supply purchases for schools.
- Develop and maintain relationships with suppliers.
- Maintain and build a bilingual on-line sharing portal for teachers.
- Maintain a database of program contact information and key data [Excel table].
- Evaluate program outputs and outcomes.
- Organize workshops and events related to the program.
- Assist with annual program planning and budget-setting.
- Support the communications and social media strategy.

### **Required Skills/Experience:**

- Bilingual (English and French) with excellent communication skills in both languages.
- 3-5 years of experience developing and managing collaborative programs / projects.
- Post-secondary degree or diploma.
- Experience working with children.
- Experience managing volunteers.

- Experience in partnership development.
- Experience facilitating workshops.
- Excellent interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to multitask and prioritize.
- Strong computer literacy skills; including Microsoft Office Outlook, Word, Excel and Power Point as well as Google products (Google + and Drive).
- Valid driver's license and access to a vehicle.
- Experience in educational programming in horticulture, nutrition, agriculture, environmental studies and related fields (highly desirable).
- Experience with indoor hydroponic and/or soil-based garden systems (desirable).
- Experience working with school boards in a staff or volunteer role (desirable).

Employment is conditional on a satisfactory Police Records check, which is required within two weeks of acceptance of an offer.

This is a part-time contract position, 4 days per week from December 2018 to mid-July 2021 (with 6 weeks of unpaid leave annually in July and August).

Interested candidates may submit an application to [hr@onfe-rope.ca](mailto:hr@onfe-rope.ca). The application deadline is **4:00 p.m. on Friday, December 7, 2018**. Competition will remain open until the position is filled.

We thank applicants for their interest, however, only those selected for an interview will be contacted.

To learn more about the Ottawa Network for Education, please visit our website at <http://www.onfe-rope.ca>.