

## Job Posting: Adult Education Coordinator

The Vancouver Botanical Gardens Association (VBGA) is based at VanDusen Botanical Garden, with the mission to engage people in the importance of biodiversity to our lives, and to foster a lifelong love of plants and gardens. The thriving Education department offers a range of innovative indoor and outdoor learning experiences for all ages at the Garden and Bloedel Conservatory including classes, tours, field trips, day camps, teacher professional development, and an extensive horticultural library. The VBGA's adult education programs are strongly supported by members and volunteers, provide appeal to the broader public, and achieve financial sustainability.

### **Position Overview:**

Reporting to the Director of Education, the Adult Education Coordinator is responsible for the VBGA's adult education program. The Coordinator will oversee the planning, implementation and administration of over 120 courses, workshops, lectures and tours each year in subjects related to gardening and garden design, botanical arts, ethnobotany, ecology and wellness.

### **Responsibilities**

#### **Course Development and Implementation:**

- Design new classes, workshops and Garden walks in collaboration with course instructors.
- Coordinate with contracted instructors, volunteers, and other Garden staff to ensure that courses and facilities provide an exceptional experience for every participant.
- Support instructors in development of class curriculum and teaching skills. Provide constructive feedback as needed following course evaluation summaries.
- Manage, schedule and train a team of 20 volunteer Education Hosts to support classes
- Work with volunteers & instructors to prepare for classes, including supplies, handouts, attendance lists, evaluations
- Oversee room set up and maintenance, in communication with rentals department.
- Research garden/horticulture trends and potential partnering organizations

#### **Promotion:**

- Write course descriptions and work with graphic design staff to produce two brochures per year.
- Promote courses through VBGA's website, social media and through cross-promotion with partners.

#### **Administration and Registration:**

- Work daily with Amilia online software to create events, manage constituent files, enter data and pull reports.
- Manage all aspects of student registration online, by phone or in-person.
- Manage program budget, prepare deposits and financial statements.
- Gather, summarize, and analyze participants' survey data sources to monitor the effectiveness of Adult Education programs.
- Work with Development department on grants, impact reports and donor stewardship as needed.

## **Qualifications**

### **Education and experience:**

- Post-secondary degree in education, horticulture, biology or a related field
- Experience with CRM database software - Amilia or similar
- Previous experience in program development and management
- Previous leadership role in collaborative planning, teaching and/or event-planning
- Experience working with and/or managing volunteers in a not-for-profit setting

### **Required Skills:**

- Extensive knowledge of Microsoft Office products including Excel and PowerPoint and an ability to work with software applications, such as webinars, blogs, Google suite and other data presentation tools. Basic familiarity with WordPress an asset
- Outstanding attention to detail, budget management and organizational skills
- Professional communicator and presenter, with excellent writing skills
- Understanding of current education pedagogy and technology an asset

### **Personal Characteristics:**

- Enjoys providing exceptional customer service via phone, email, and in-person
- Thinks strategically and creative in planning, data analysis and problem-solving
- Excels in an open-concept and collaborative work environment, with flexibility and willingness to assist other team members

### **Availability:**

Full time, Monday – Friday. Some weekend and evening shifts required.  
Start date October 1, 2018.

### **How to apply:**

Submit your resume and cover letter by Monday, September 10, 2018 to:  
Gillian Drake, Director of Education  
[gdrake@vandusen.org](mailto:gdrake@vandusen.org)

We thank all candidates for their interest, however only those candidates selected for interviews will be contacted.