



Vancouver  
Botanical  
Gardens  
Association

## **Job Posting: Adult Education Coordinator (1-year Term: Maternity Leave Contract)**

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 Coordination and Development:**

- 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.
- Work with volunteers & instructors to prepare for classes, including supplies, handouts, attendance lists, evaluations
- Manage, schedule and train a team of 20 volunteer Education Hosts to support classes
- Oversee room set up and maintenance, in communication with rentals department.
- Design new classes, workshops and Garden walks in collaboration with course instructors.
- Write course descriptions and work with graphic design staff to produce 2 yearly brochures.

#### **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.

## **Qualifications**

### **Education and Experience:**

- Post-secondary degree in a related field
- Experience with CRM database software - Amilia or similar
- Previous experience in program management and development
- 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 and Characteristics:**

- Outstanding attention to detail, budget management and organizational skills
- Enjoys providing exceptional customer service via phone, email, and in-person
- Professional communicator and presenter, with excellent writing skills
- Action-oriented and creative problem solver
- Excels in an open-concept and collaborative work environment, with flexibility and willingness to assist other team members

### **Availability:**

25 hours per week, 5 hours daily. Monday – Friday.

Occasional weekend and evening shifts required.

Term: July 15, 2019 to July 2020

### **How to apply:**

Interviews will be conducted on a rolling basis until the position is filled.

Submit your resume and cover letter to:

Julia Gellman, Adult Education Coordinator

[jgellman@vandusen.org](mailto:jgellman@vandusen.org)

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