

Job title	Coordinateur/Coordinatrice de programmes d'enseignement/ Education Program Coordinator
Reports to	<i>Director, Education</i>

Job purpose

- Education Program Coordinators for The Royal Canadian Geographical Society are responsible for creating, supporting and implementing both online and in-person educational activities.

Duties and responsibilities

Development of resources:

- Lead on the creation of innovative and engaging geographic education resources
- Liaise with editors, designers, project managers and translators throughout the process
- Integrate best practices grounded in current pedagogy theory

Deliver on-site programs in both official languages:

- Work closely with co-workers, teachers, educators and students to deliver geography focused on-site educational programming
- Ensure that programming is relevant to professional development needs, curricula and age level

Communicate regularly with teacher members of Canadian Geographic Education:

- Support teacher inquiries about Can Geo Education resources, events, contest, etc.

Support new programs:

- Assist as requested with the implementation of new educational programs as funding is secured

Qualifications

- Fluently bilingual (English/French)
- A Bachelors of Education
- Current registration with a provincial teaching association/college
- Strong communication skills
- Google Teacher certification recommended

Working conditions

Working hours are 40h/week, generally within a Monday-Friday regular business day. On occasion, special events will require work outside of normal business hours. Advanced notice will be given and time in lieu will be given.

Physical requirements

There are no specific physical requirements for this position.

Direct reports

There are no direct reports for this position.

Interested applicants should send their resumes to curtis@rcgs.org