



Position: Program Coordinator

Term: Full-time Permanent Contract

Salary: Based on relevant skills and experience

Deadline for applications: March 10, 2023

Location: Saskatoon, Regina, Moose Jaw or Yorkton

Start Date: April 18, 2023 (Negotiable)

Do you have a passion for food and agriculture? Does being around young people energize you?

Do you enjoy a busy, fast-paced work environment?

If you answered yes to all of these questions, a position with Agriculture in the Classroom might be the career for you!

Agriculture in the Classroom Saskatchewan (AITC-SK) is a charity dedicated to connecting kids and agriculture through innovative, experiential, curriculum-based programs and resources. To achieve this, AITC-SK collaborates with the agriculture and education communities to develop and deliver quality teaching resources and organize hands-on outreach programs for students across Saskatchewan. AITC-SK provides the foundation for young people to explore agriculture and the role it plays in their lives. We are currently seeking a highly motivated and organized individual to join our team as a Program Coordinator.

The Position: Program Coordinator

The primary role of the Program Coordinator is to plan, coordinate and deliver a portfolio of educational outreach programs in an operationally effective and efficient manner consistent with the organization's guiding principles and operational plan.

As a member of the AITC-SK Programs team, the coordinator provides support and backup for the Programs Manager; contributes to the development and maintenance of positive relationships with AITC-SK stakeholders and co-workers; participates in promotional events; and shares accountability and accolades for the successful achievement of the goals and implementation of initiatives identified in the operational plan.


Key Responsibilities:

- Coordinates all activities related to the effective and efficient implementation of AITC-SK programs,



- Identify and recruit suitable volunteers and partner organizations to support delivery of programs or presentations,
- Utilize the AITC-SK Operations Management System to coordinate program details including teacher applications, volunteer applications, schedules, learning activities, venues, meals, surveys etc.,
- Develops and maintains harmonious and effective relationships with program volunteers, partners, government representatives, industry partners, and educators,
- Assess program impact and make recommendations for improvements,
- Develop and maintain strong relationships with partner organizations, presenters, and teachers,
- Coordinate and deliver classroom presentations,
- Complete regular administration and organizational responsibilities,
- Attend teacher conventions to promote AITC-SK programs and resources,
- Participate in other various AITC-SK programs, as directed by the AITC-SK Program Manager,
- Project a positive public image of AITC-SK among partners, educators, students, and citizens of Saskatchewan.

The ideal candidate:

- Excellent communication skills with a high level of comfort engaging with students, teachers, and stakeholders,
 - Experience in project or program management
 - Experience in computer skills: Microsoft Office, Teams,
 - Highly organized and a great attention to detail,
 - Ability to develop and implement a detailed work plan while meeting deadlines,
 - Thrives in a fast paced, dynamic work environment,
 - Valid driver's license and reliable vehicle required as travel within the province is required (During Spring and Fall, travel may be more than 50% of your time)
 - Understanding of the Saskatchewan Educational System an asset,
 - An agriculture background or experience would be an asset,
 - A diploma or degree in Agriculture, Education, or equivalent would be an asset.
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This position will be based from a home office in the Regina, Moose Jaw or Yorkton area or a hybrid home and office setting in Saskatoon. Reliable access to a computer and internet connection is required.

Please send your resume and cover letter for this position to Paige Pister at paige@aitc.sk.ca by March 10, 2023. Please ensure title of job you are applying for is in subject line of email. For more information about AITC-SK, please visit www.aitc.sk.ca.

