

Education and Youth Engagement Coordinator Job Description

Landscape Ontario Horticultural Trade Association, serves the needs of more than 2,500 professional members and is the province's premier horticultural trades association. Our mission is to be the leader in representing, promoting and fostering a favourable climate for the advancement of the horticulture industry in Ontario. Our vision is to grow a prosperous, professional and ethical industry that is respected and recognized by all stakeholders for the contribution that the industry makes in enhancing lives. Currently Landscape Ontario's top priority is supporting our professional members by developing a highly skilled workforce with partners and programs that will enable them to prosper and our communities to thrive.

Come Alive Outside is a non-profit organization with the mission to inspire collaborative community systems that create the awareness, intention and opportunity for people to live healthier lives outside. We work closely with partners in the landscape profession, as well as college horticulture and landscape architecture departments, in order to get people outdoors and inspire the next generation of young people to play an active role in creating nature-rich cities.

Vision:

This joint position with Landscape Ontario and Come Alive Outside arises out of the opportunity to align the missions of the two organizations in order to create positive social change. Landscape Ontario has identified a critical need to inspire young people to pursue meaningful careers in horticulture, in order to support the current and future needs of its members to design, build and maintain living green infrastructure and landscape horticulture projects. Come Alive Outside also identifies the need to inspire young people to spend more time outside, as well as to pursue careers that create access to nature in urban environments, as critical to the health and wellness of current and future generations.

Purpose:

To coordinate events and programs that support workforce development priorities, and help communities to embrace the full benefits of the green spaces where they live, work and play as well as the profession that makes these spaces possible.

Duties:

- Support community and horticulture industry partners across Ontario in organizing and executing 10 Come Alive Outside Green Street Challenge events in 2018, creating temporary parks on prominent downtown streets.
- Support the Horticulture Educators Association (HEA) with professional development, and youth engagement events and activities to create greater awareness of meaningful pathways to careers in horticulture.
- Organize 2 Come Alive Outside Design Challenge Programs in 2018, connecting post-secondary, secondary and primary students with landscape professionals to design natural school yards.
- Organize and promote careers in horticulture at events, including but not limited to:
 - Partner events including career fairs, Skills Ontario Workshops and Competitions, Specialist High Skills Major, Green Industries and Post-secondary events, etc.
 - Educator, Industry and Community events including HEA, CAO, Congress, Green Trade Expo, Chapter & Sector events, Canada Blooms, etc.

- Communicate regularly with Landscape Ontario Director of Education and Labour Development and Come Alive Outside Executive Director on event and program coordination and produce progress reports as needed.
- Support management with future grant project coordination and administration.
- Maintain confidentiality of privileged information obtained during the course of work.

Qualifications and Skills:

- Minimum of 3 years of successful project coordination experience or other relevant leadership experience.
- Energetic personality with strong interpersonal and relationship-building skills.
- Organizational skills, with attention to detail and ability to simultaneously coordinate and monitor multiple, multi-faceted projects through to completion in a fast-paced environment.
- Passionate about working with educators and youth and empowering them to create a better world.
- Self-motivated, professional work ethic and positive attitude to represent Landscape Ontario and Come Alive Outside across the province.
- Ability to write and speak in a professional and enthusiastic manner.
- Valid driver's license and interest in travelling in Ontario.
- Proficient computer skills including word processing, spreadsheets, and presentations.
- Horticulture or related industry experience is advantageous.

Terms:

- Permanent, Full-time
- Monday through Friday with some evenings or weekend work as required to complete projects or events.
- This position requires regular travel within the province of Ontario.

Location:

- Working from Landscape Ontario office in Milton, Ontario.

Remuneration:

- Salary commensurate with experience and qualifications.
- Benefits as provided by the Landscape Ontario employee package.

Reports to:

- Director of Education & Labour Development of Landscape Ontario
- Executive Director of Come Alive Outside.

Application Process:

Apply by submitting resume to the following e-mail addresses no later than Feb. 28, 2018

Submit Resume to:

Andy Paluch: andy@comealiveoutside.com

Sally Harvey: sharvey@landscapeontario.com