



## EMPLOYMENT OPPORTUNITY

### Interpretation Coordinator – Maternity Leave Coverage

Part-Time - 21 hour work week

Start Date: Jan 27, 2020

This position has an end date of Sept 30, 2020 with the possibility of extension until Jan 13, 2021

Hourly Rate: \$27.71

The University of Alberta Botanic Garden (UABG) is a 97 hectare property located 15 minutes southwest of Edmonton, with cultivated gardens, plant collections and indoor showhouses. The UABG is seeking an enthusiastic team-oriented individual to provide maternity leave coverage for our Interpretation Coordinator role. The Interpretation Coordinator is responsible for developing interpretive educational content for public programming and signage at the University of Alberta Botanic Garden (UABG).

#### Duties

- Develop K-12 Social Studies programming focused on the AB Education curriculum
- Develop educational content for drop-in programming for varying age groups and families
- Foster and maintain community and partner relations by promoting mutually beneficial relationships
- Develop content for interpretive materials and signage
- Oversee "Kids in the Garden" birthday parties which will include overseeing staff, checking inventory requirements and addressing concerns/complaints regarding the programming
- Assist with special events programming content

#### Qualifications

- Bachelor's degree in Education, Environmental Sciences, Environmental Education, Environmental Interpretation, or similar fields.
- Course training in environmental/natural sciences, horticulture, interpretation, and/or education
- 5 years experience in developing educational and interpretive content
- 3 years experience in developing and delivering education programs
- Strong knowledge of environmental/horticultural studies and education
- Excellent communication (verbal and written), interpersonal, organizational and time management skills
- Computer proficiency in a Windows environment with working knowledge of MS Office applications (Word, Excel)
- Experience working at the University of Alberta Botanic Garden an asset

#### To apply:

Candidates may forward a copy of their resume and cover letter to Jennine Pedersen via email at

[Jennine1@ualberta.ca](mailto:Jennine1@ualberta.ca) Competition closes Midnight January 13, 2020

We thank all applicants; however, only those selected for an interview will be contacted.

