



New Brunswick Ag in the Classroom Bilingual Coordinator

Outgoing, passionate about agriculture and eager to learn? Raise your hand if this sounds like you. We're looking for an enthusiastic and dependable individual to become our Ag in the Classroom bilingual coordinator! You must be highly organized, have a positive attitude and have excellent bilingual communication skills. You will be responsible for coordinating the Ag in the Classroom Program in New Brunswick and engage students to dig into the world of agriculture.

Background: Launched in 2017, the NB Ag in the Classroom program provides educators & students in both Francophone and Anglophone school districts with various agricultural programming such as *Little Green Thumbs*, *Little Green Sprouts*, *Spuds in the Tub*, Chick hatching program, and agriculture career exploration. Leveraging resources, tools, and connections from *Ag in the Classroom Canada* program, the NB coordinator will prepare and deliver agricultural tool kits, curriculum-based educational resources, activities, events and hands-on experience that explore food production, the agricultural industry and its various career paths.

Term: Full Time

Location: New Brunswick

Hours: Full-time (37.5 hours) - Monday to Friday. Must have the ability to travel within the Province.

Salary: \$ 51,500.00

Other: Option to work from home (stipend for phone and internet),
support from Ag in the Classroom Canada provided

SPECIFIC DUTIES/ACCOUNTABILITIES:

- Report to the NB Ag in the Classroom Manager,
- Deliver all of NB Ag in the Classroom programs to both French and English school districts,
- Review and research programs and initiatives in other provinces, and provide recommendations to the Manager,
- Develop pre and post student/teacher surveys,
- Work in close collaboration with Ag in the Classroom Canada and other provincial Ag in the Classroom coordinators,
- Support and maintain communications with the participating schools/teachers and other partners,
- Evaluate the effectiveness of the program and recommend areas where to improve the program

SKILLS AND ABILITIES

- **Strong written and verbal communication skills in English and French are essential,**
- Highly organized, task oriented, independent worker with proven team skills,
- Ability to manage, coordinate, budget and deliver on multiple projects and relationships,
- Great strategic and operational planning skills,
- Experienced in working with committees, public relations, planning and managing events / meetings and coordinating volunteers,
- Experienced in working remotely,
- Strong decision making and creative with problem solving skills,

- Excellent persuader and communicator skills that include listening, written and oral,
- Proven presentation skills
- Proven information technology/computer skills including use of social media tools and Microsoft Office.

To apply, please submit your resume and cover letter, saved as one document, to the Agricultural Alliance of NB by e-mail: alliance@fermenbfarm.ca (not through Facebook). Please state NB Ag in the Classroom Coordinator in the subject line. The position will remain open until a suitable candidate is chosen. Only those selected for a screening interview will be contacted.