



## BC Agriculture in the Classroom Foundation

### Program Director Position Description

#### **POSITION OVERVIEW**

Reporting to the Executive Director, the Program Director will oversee and manage the effective and efficient implementation of established and developing BC Agriculture in the Classroom Foundation (BCAITC) programs in order to support educators in bringing BC's agriculture to our students. The position will plan, deliver, and evaluate the successful implementation of key projects and initiatives supporting all BCAITC programs, and ensure proper electronic support, human resource and evaluation measures are established and monitored. The incumbent will assist in the development and achievement of annual operational and financial plans specific to the operational components of all BCAITC programs in order to fulfill the mission and long-term objectives identified in the BCAITC strategic plan. The position is full time, 37.5 hours a week in the Abbotsford office.

#### **KEY RESPONSIBILITY AREAS**

##### **Learning Resources & Programs**

1. Manages the effective and efficient implementation, administration, and delivery of BCAITC programs.
  - a. BC School Fruit & Vegetable Nutritional Program + Milk
  - b. Fresh to You Fundraiser
  - c. Take a Bite of BC
  - d. Ag Adventure programs
  - e. Spuds in Tubs
  - f. Planting a Promise
  - g. Harvest Bin Project
  - h. Common Ground
  - i. Summer Institute
2. Manages the relationships with the above program partners.
  - a. Works collaboratively with program partners and schools to ensure programs are delivered in a safe and orderly manner.
3. Ensures programs and resources are readily accessible to all educators and their students.
  - a. Designs methods for accessing BCAITC programs.

##### **Organizational Effectiveness**

1. Ensures the program resources, including the human resources component, and electronic tools supports the organization's overall effectiveness and efficiency.

2. Develops and maintains harmonious and effective relationships with program partners, including industry partners, suppliers, growers, educational institutions and educators.

### **Programs Communication**

1. Prepares program reports to the Executive Director.
2. Provides appropriate support to the Executive Director including information and input to assist with Foundation decision-making, evaluation of existing programs, and recommendations for ongoing enhancements to ensure the viability and effectiveness of BCAITC programs.

### **Financial Accountability**

1. Works with the Executive Director on program budgets, program goals, and reporting on program deliverables.
  - a. Ensures compliance with federal and provincial regulations applicable to program administration
2. Manages Program Operational Budget, ensures program budgets are adhered to.

### **Management**

1. Creates an engaged work environment by coaching, recognizing, supporting, and managing Programs staff team.
2. Ensures the Programs human resources and electronic resources support the organization's overall effectiveness and efficiency.

### **Required Experience, Skills & Knowledge**

- Demonstrate a strong commitment and a passion to make a contribution to agricultural education and educator development. Bachelor's Degree in Science, Agriculture, or Education required and 5 years direct management experience or experience in a similar operational role.
- Demonstrated management of multiple programs in a multi-stakeholder environment paired with the ability to meet defined deadlines. This includes managing budgets, timelines, and coordination.
- Strong interpersonal skills with a demonstrated ability to establish and maintain effective working relationship with others and successfully interact with stakeholders, peers, and subordinates.
- Proficient use of Microsoft Office suite, in particular Excel, and spreadsheet skills are a necessity.
- Superior English written and oral communications skills and ability to present information to and work with key stakeholders.
- Time management and organizational skills are essential to ensure multiple programs in a multi-stakeholder environment meet defined deadlines within program budgets.