



## Education Specialist

*Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area is an organization that believes in the promise of all children. Our team works with community volunteers, partners and other supporters to create safe environments for children to be between school and home and to provide caring mentoring relationships for children and youth. Now, more than ever, the kids in our community need us and we are looking for great staff to join our team.*

Boys & Girls Clubs Big Brothers Big Sisters is seeking individuals interested in the following position(s):

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**Competition Number: EDS0221**

Position(s) Available: One (1)

Status: Full-Time Position (37.5 hours per week) - 1 Year Temporary Contract

Salary Range: \$58,000-62,500 annually

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*Children and Youth have had to adapt their educational learning amidst constant changes due to COVID-19. The Agency recognizes that having to navigate this has left many kids behind in their learning and we recognize that our programming needs to have a deliberate educational focus to assist them in overcoming some of these challenges. We believe having an Educational Specialist is essential in guiding the programming we are providing to further assist children and youth in being academically successful.*

*The purpose of this role is to provide the necessary educational curriculum to support the delivery of programming for children and youth. It leads the agency in the area of academics and strives to support the work by using current curriculum.*

***The key responsibilities of this position include the following:***

- Provide support, direction and leadership in the recommendations to enhance all current program planning using an educational framework and providing suggested delivery methods for all grade levels.
- Direct the design of academic curriculum that is tied to Alberta Education to ensure it contributes to the personal development of children, youth and families, and in turn, contributes to increasing academic achievement.
- Create targeted academic programs including tutoring programs that can be delivered in a variety of setting (i.e. virtually and in clubs) as well as a summer program that has a strong academic focus and is tied to Alberta Education curriculum.
- Develop training programs for staff and volunteers to prepare them to deliver academic based programs.
- Lead and role model academic program environments that are “kid friendly” and give the best value added for kids to be the best they can be academically.



- Strategize with academic experts and school districts to ensure that programs for children and youth are driven by the need to have positive impacts in academic achievement.
- Analyze trends, review research and assess the demographics of children and youth to help drive the strategic plan for academic programming.

***The successful candidate will have the following:***

- Master's Degree or a University degree with significant experience in a related field with a focus in the area of Education for children and youth Grades 1-12.
- Knowledge and experience in delivery of Alberta Education based curriculum and extensive knowledge of school systems and academic resources.
- Knowledge of the academic issues that children and youth are currently facing as a direct result of COVID-19 on their education.
- Minimum of 5 years of recent teaching experience in the classroom. Must have experience in developing academic programs.
- Has proven awareness and knowledge of Microsoft Office and databases. Is familiar with the delivery of academic program via virtual platforms.
- Excellent communication skills (including writing skills) and interpersonal skills
- Ability to plan, organize and make decisions in a timely and appropriate manner.
- Ability to function independently and as part of a team.
- Flexibility and be adaptable to change
- A valid driver's license and access to a vehicle

**Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a great place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.**

Please forward your resume quoting the competition number listed, by **February 22, 2021** to:

Attention: Human Resources  
E-mail to [sandra.prefontaine@bgcbigs.ca](mailto:sandra.prefontaine@bgcbigs.ca)

*No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.*