

AgScape Job Posting

Education Coordinator (12-month Contract – Parental leave)

Job Title:	Education Coordinator
Reports to:	Program & Resource Manager
Status:	Full-time contract (12 months with possibility of extension) 32 - 40 hours per week Flexible hours Monday-Friday with expected availability for team meetings during core hours. Starting late May or early June 2026
Compensation:	<ul style="list-style-type: none">• Pay: \$26.44/hr + 4% vacation• Bonus days off (ex. for birthday)• Office closure December 24 – January 2
Location:	Remote with occasional travel for organized in-person events. (team works remotely across Ontario with additional travel required for in-person events, and occasional meetings throughout year)

Who We Are

AgScape is leading a movement to bring agriculture and food education into all Ontario classrooms with the goal to inspire youth to see their role within the food system that's a vehicle for social, economic, and environmental impact. We accomplish this through providing experiential and science-based agriculture and food education programs that inspire students to be curious, critical, and conscious about their food choices, discover exciting career opportunities that match their passions, and be bold global citizens, thinkers, and innovators.

We are passionate about connecting today's students with the thriving field of agriculture and food. We have a work environment that fosters collaboration and creativity and provide the coaching and support for each team member to be the best they can be.

Position Overview

As the Education Coordinator, you will be the creative engine behind our digital educational outreach. This role is responsible for coordinating seamless virtual field trips with volunteer hosts, as well as maintaining our Digital Resource Library by creating and updating curriculum linked, inclusive resources. From conducting technical test runs and hosting live events with

enthusiasm to strategizing content for initiatives like Canadian Agriculture Literacy Month, you will ensure our programming is grade-appropriate, engaging, and aligned with our core values.

Key Responsibilities

1. Virtual Field Trip Planning and Coordination

- Coordinate and collaborate with hosting volunteers and organizations to determine logistical details such as field trip flow, content focus, dates and timing
- Communicate and support volunteers prior to virtual field trip date to ensure they have been provided with essential information
- Schedule and organize test run with volunteer host using our live stream software, ensure technology is smooth and ready for scheduled event
- Assist volunteer host with ensuring that content is grade appropriate, curriculum connected, and inclusive
- Host events with enthusiasm to promote a fun and engaging experience for the host, teachers and students.
- Plan and strategize Virtual Field Trip topics based on season, initiatives (i.e., Local Food Week, Ontario Agriculture Week, Canadian Agriculture Literacy Month), partner organizations, popularity, and recency
- Track engagement stats using Program Database hosted on excel

2. Resource Creation, Tracking, and Updating:

- Lead the maintenance of our Digital Resource Library by editing and/or removing content by checking for: bias, accuracy, and relevancy
- Upload new resources available to Digital Resource Library hosted through OMS
- Ensure resources hosted on resource library align with AgScape's mission, vision and values
- Plan and create new curriculum linked activity kits for scheduled Virtual Field Trips
- Scan for new resource creation opportunities based on current trends in education, curriculum, inclusion and opportunities to fill any gaps in current topic offerings
- Plan and curate teacher digital resource packages for various annual initiatives (Canadian Agriculture Literacy Month, Ontario Agriculture week etc)
- Track resource packages and updates using Program Database hosted on excel

3. Marketing and Promotion:

- Collaborate with the Marketing team to effectively promote events through various media channels and other outlets.
- Assist in strategizing creative ways to promote resources and Virtual Field Trips through giveaways, contests, incentives etc
- Assist marketing team with the set-up of sign up links for events and resources using the OMS

4. Evaluation and Reporting:

- Conduct post event evaluations to assess the effectiveness and impact of Virtual Field Trips.
- Compile reports and provide feedback to improve Virtual Field Trips and resources.

5. Event Support and Attendance

- Occasionally attend events to represent AgScape at a booth or workshop.

Additional tasks and responsibilities as they arise.

Who You Are

- An excellent communicator – You know what it means to act as an ambassador for an organization and can share its mission and values passionately. You get your verbal and written messages across clearly and effectively to every audience.
- A strategic thinker – You can visualize what is needed, create calendars and schedules, and achieve your objectives.
- An organizer – You can handle multiple responsibilities at the same time.
- A self-starter – You have a proven ability to strategize and implement fresh and effective processes to improve the overall integrity of our work. You ask for the resources you need and act when looking for solutions to problems
- Creative – You think outside the box to create resources and lessons that are engaging, hands-on, and experiential when possible
- Detail-oriented – You recognize the importance of the fine details in written words and visuals.
- Team player – You can work cross-functionally with teammates who have different areas of expertise in both a virtual work environment and during occasional in-person events.

Competencies & Other Requirements

- Ideally 2+ years of experience in education program delivery and/or coordination, preferably with non-profit organizations and/or in the field of education
- OCT certification required
- Thorough knowledge of the Ontario Curriculum
- Experience developing and creating curriculum-linked lesson plans and activities for educators and students
- Experience facilitating programming in a variety of youth settings including schools, camps and events
- Project management and administrative skills including scheduling, coordinating with multiple partners and team members to meet internal and external deadlines, as well as keeping track of target delivery goals
- Comfortable with evolving technology and multiple platforms, and the confidence and ability to seek out solutions
- Familiarity and experience working with educators, school boards, and students
- General knowledge of current agricultural practices and trends is considered an asset
- Self-directed and self-motivated worker with the ability to work both independently and with a team, and be productive in a virtual work environment
- Excellent oral and written communication skills with a variety of stakeholders and audiences

- Familiarity working with the Microsoft Office suite, and design software including Adobe Creative Suite, Canva or other design software to develop various professional creative assets
- Professional and positive attitude, with a willingness to learn and ask questions
- A valid driver's license with the ability to travel independently across Ontario in a working personal vehicle for occasional meetings
- The successful candidate will be required to legally work in Canada and have a Criminal Records Check completed at the Vulnerable Sector level

How to apply

Please send your resume and cover letter to careers@agscape.ca, "ATTN: Program & Resource Manager – Education Coordinator Application". Applications will be accepted until **April 23rd 2026**, or until the position is filled. Even if you feel that you do not have all requested experiences and competencies, you are encouraged to apply!

AgScape is an equal-opportunity employer. We are committed to an inclusive, barrier-free recruitment process and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with any requested accommodations at any stage of the hiring process or employment.