



Environmental Youth Alliance

Job Opportunity

Job Title: Roots & Shoots Internship Manager

Terms: 36 hrs/wk, full-time, permanent

Start Date: As soon as possible

Salary: \$50,544 - \$52,416 (\$27-\$28/hr)

Benefits: 5 weeks vacation | \$600 Health Spending Account | 4 days paid Professional Development

Are you inspired by skill building for BIPOC youth in the environmental field? Are you a confident youth facilitator? Do you have experience managing teams and/or projects? We're looking for someone to lead EYA's land-based employment training program for BIPOC youth, including planning and delivering 10-week training programs and organizing 12-week work placements at local environmental organizations.

Responsibilities

- Plan and co-facilitate 10-week land-based training programs for BIPOC youth
- Design and update lesson plans engaging youth to develop [employability skills](#)
- Support design of lessons on horticulture, habitat restoration, and Indigenous knowledge
- Apply a trauma-informed and decolonial lens to programming
- Supervise and support a team of two program coordinators
- Manage project timelines, deliverables, and budget
- Lead the recruitment of 5-6 youth participants per cohort
- Coordinate program logistics (materials purchase, scheduling guests, etc.)
- Develop and maintain partnerships with work placement employers
- Coordinate the onboarding and delivery of work placements for each participant
- Support youth and employers during work placements
- Develop positive relationships with Indigenous Elders and Knowledge Keepers
- Monitor and track progress of youth participants
- Manage program administrative tasks
- Support the drafting of quarterly grant reports
- Lead program evaluation: youth surveys, interviews, etc.
- Support youth to connect with community resources
- Help to maintain EYA's native plant nursery, medicine gardens, and stewardship sites

Requirements

- 1 - 2 years experience managing projects
- Experience planning and facilitating programs for youth
- Experience supervising and supporting a small team of staff or volunteers
- Experience designing curriculum and lesson plans
- Able to manage a large project and achieve deliverables
- Knowledge of basic [employability skills](#) through training or lived experience
- Clear and open communication skills
- Able to work collaboratively with a small team
- Highly organized and a good problem solver
- Committed to doing your best work
- Flexible and willing to pitch in to make things happen
- Personal values fit with EYA mission and culture
- Satisfactory criminal record check, including vulnerable sector check
- Class 5 or 7 driver's license or plans to obtain

Assets

- Knowledge of trauma-informed practice
- Knowledge of local native plants and ecology
- Budget management experience

Don't meet every requirement? We encourage you to apply even if your past experience doesn't align perfectly. EYA honours lived experience and welcomes diverse ways of knowing.

Prioritizing applicants from equity-seeking communities

To ensure that our team represents the youth in our programs, EYA prioritizes applications from people who identify as Indigenous, Black, People of Colour, LGBTQ2S, living with a disability, and folks from other equity-seeking communities. We encourage you to self-identify in your application. Your application will only be shared with the hiring team.

To support employees from equity-seeking communities, EYA provides extra sick days, extra paid days off (including Indigenous Peoples' Day and National Day of Truth & Reconciliation), paid staff socials to connect with coworkers, frequent check-ins, and other supports as needed.

About the organization

EYA engages youth facing barriers to become environmental stewards. We provide land-based education and paid job training programs that braid Western and Indigenous perspectives on land stewardship. Our work recognizes the intersection of social and environmental injustice. You'll be joining a collaborative team of caring, creative, fun, like-minded colleagues and an

organization committed to decolonizing action. Find out more about our team and work:

www.eya.ca

EYA operates on the unceded, shared territory of the xʷməθkʷəyəm (Musqueam), səliłwətał (Tsleil-Waututh), and Sk̓wx̓wú7mesh (Squamish) Nations, also known as Vancouver. [Read our land honouring.](#)

How to apply

E-mail a resume and cover letter to Erica Ellis, Program Director with “Program Manager application” in the subject line to: jobs@eya.ca. We’re not concerned about format, grammar, or traditional cover letter standards. We really just want to get to know you, how your experience aligns with the role, and why you’re excited to apply. More casual written submissions are welcomed, or video/audio submissions if that is more comfortable for you.

The deadline to apply is **May 1 or until filled.**

Applications will be reviewed upon submission and interviews will be scheduled on a rolling basis. We will respond to all candidates who apply, whether shortlisted or not. If you are shortlisted, you will be invited to a 1-1.5 hour Zoom interview with two EYA employees. You will be provided with interview questions in advance.