Program Coordinator

Dates: May 4 – August 24, 2026; start date is flexible
Total Hours: 512
Hours/Week: 32, but highly variable
Hourly Rate: $21.00
Total Gross Pay (incl. Vacation): $11,100
Applications due: April 6th, 2026
Contact: Interim Director Hunter Hogan at info@terranautclub.com

General Description

The Program Coordinator is an essential role within Terranaut Club, responsible for both program administration (~60%)—including communications, development, and coordination—and program delivery (~40%), involving leading or supporting programs and activities. The Program Coordinator serves as the primary administrator for the development and coordination of day-long field trips and overnight programs during the summer season (June–August). This position works under the supervision of the Interim Director and the Director of Operations & Development, and collaborates closely with the Program Lead and Program Assistants.

The ideal candidate will be:

1. Passionate about advancing our mission of encouraging girls+ to pursue STEM careers and become environmental leaders in their communities;
2. Interested and/or experienced in STEM and environmental education;
3. Interested and/or experienced in working with children and youth;
4. Organized and a strong written and verbal communicator;
5. A team player who knows when to take the lead and when to step back;
6. Adaptable and able to calmly navigate high-stress situations.

Organization Summary

Terranaut Club is a Nova Scotia-based charitable organization that specializes in science and nature exploration for girls+ (girls and gender diverse youth) ages 9-18. Our mission is to encourage girls+ to pursue STEM careers and become environmental leaders in their own communities, and we accomplish this through hands-on and immersive programming.

We offer in-person programs including wildlife conservation and marine biology **summer programs**, **data science and coding workshops**, day-long **field trips**, as well as **online women in STEM guest speakers**. Our programs are offered at three age ranges and encourage long-term involvement in Terranaut Club: Junior (ages 9-12), Intermediate (ages 12-15), and Advanced (ages 15-18). We promote accessibility in STEM by offering our programs at a pay-what-you-can rate, and prioritize impact by having a maximum of 15 participants at each program. Programs highlight hands-on learning and are led by women/gender diverse individuals in STEM in a primarily outdoor environment. Our in-person programs typically take place in 7 communities across Nova Scotia: Bon Portage Island, Digby, Halifax, Kejimkujik National Park & National Historic Site, Lunenburg, Shubenacadie, and Wolfville, and 1 community in New Brunswick: Fundy National Park. Field trips are day-long events while summer programs are 2-5 days in length and involve staying with participants in a cabin (on Bon Portage Island) or camping overnight at Provincial or National Parks. Note that mileage is reimbursed at a rate of $0.20/km for travel to/from programs, and $0.72/km for travel at programs.

Duties & Responsibilities

The scope of work varies by season. Hours are part-time in the spring (May–June) with largely remote tasks, and full-time during the summer (July–August) with a greater number of in-person commitments. Despite variable hours, pay is issued at a consistent bi-weekly rate.

Training

- Onboard and integrate into Terranaut Club.
- Update certificates (First Aid, Food Safety, Foundations of 2SLGBTQIA+ Inclusivity, Working with Special Needs, etc.) as needed.
- Participate in staff training, including online components, in-person sessions, and an overnight training program.

Administration

- Coordinate summer program planning, marketing, bookings, nomination processes, and recruitment.
    - Assist with transportation logistics and food coordination for programs.
    - Lead pre- and post-program communications with parents/guardians and team members.
- Develop 6 summer and 4 fall day-long field trips, including coordinating collaborators, writing lesson plans, creating educational materials, and producing promotional content.
    - Supervise Program Assistants as they develop and deliver 2 day-long summer field trips.
- Maintain general communications with parents/guardians, collaborators, staff, and volunteers.

- Support Terranaut Club's social media presence (Instagram and Facebook) and outreach initiatives.
- Organize staff reports, program debriefs, feedback, and testimonials.
- Manage participant information, waivers, and photo release forms.
- Edit and manage program photos and media.
- Lead the creation of end-of-summer "follow-up packs," including thank-you cards, printed photos, and other materials mailed to overnight program participants.

Program delivery

- Lead 6 day-long summer field trips (June–August).
    - Ability to support 1–3 fall field trips (paid) in Wolfville and/or HRM (September–October) is an asset, but not required.
- Assist with 5 overnight wildlife conservation and marine biology programs (June–August).

Education

- Secondary school diploma, or an acceptable equivalent combination of education, training, traditional knowledge, and/or experience.

Essential Requirements

Applicants must:

- Be 20–30 years old (due to funding requirements).
- Be a woman or gender diverse individual (aligned with program participant identities).
- Be a resident of Canada.
- Have 2+ years of experience working with children and/or youth.
- Have 2+ years of experience as an educator.
- Have an interest in STEM and the environment, preferably marine biology and/or wildlife conservation.
- Be confident outdoors and comfortable camping.

Helpful Experience

- Bachelor's degree in a STEM-related field or education.
- STEM and/or environmental education experience.
- Supervisory or managerial experience.
- Experience working with or handling wildlife.
- Up-to-date CPR/First Aid certification.

Conditions of Employment

- Possess and maintain a valid driver's license and have access to a vehicle.
- Be willing to travel.
- Be willing to work flexible and irregular hours, including evenings and weekends during program delivery.

- Provide a clear Vulnerable Sector Check and Child Abuse Registry Check.
- Be capable of fieldwork and heavy lifting (e.g., gear setup).

How to Apply

Note that this position is only open to women or gender diverse individuals, to reflect and represent our organization's mission and participant identities. Submit your CV, a cover letter, and contact information for 3 references to info@terranautclub.com by April 6th, 2026.