



Job Title: Program Manager – Virtual Outreach

Application Deadline: December 31, 2021

Tentative Start Date: February 2022 (Flexible)

Duration of Contract: 52 weeks

Salary: \$21/hour, 35 hours/week

Location: Sault Ste. Marie, Ontario

Entomica Insectarium is an insect-based science centre located inside the Canadian Bushplane Heritage Centre in Sault Ste Marie, Ontario. Entomica displays a variety of live exotic insects from around the world in beautiful living vivariums. Entomica has developed engaging virtual outreach programs to educate the community about science and nature using its unique inventory of exotic insects from all over the world for inspiration and teaching.

Duties and Responsibilities

- Manage, develop, and present virtual outreach presentations and virtual tours
- Manage and develop marketing strategies and resources to advertise Virtual Outreach Program
- Develop classroom/teacher kits and program resources
- Train in specialized hardware and software to facilitate program
- Supervise and train staff and volunteers
- Create and maintain schedules
- Insect husbandry and education
- Ensure CFIA regulations for facility compliance, permit applications, animal transfers, volunteer training, professional correspondence, exhibit design, afterschool, and weekend programs
- Facilitate invoicing and payments
- Report to SSM Insectarium Board of Directors at monthly meetings
- Participate in fundraising, event planning and facilitation

Knowledge, Experience and Skills Required

- A post-secondary degree or diploma in an environmental or educational related program
- Excellent personal interaction skills



- Excellent verbal communication skills
- Experience supervising and training staff
- Ability to work independently (self-motivated) and as a team
- Comfortable with doing presentations to groups in an in-person or virtual setting
- Comfortable with video streaming applications and technology
- Interest in or experience with social media
- Motivation to learn about insects, their biology and ecology
- Comfortable with handling live insects

Eligibility Requirements

- Applicants must have a current police background check
- Applicants must have valid driver's license and vehicle access
- Proof of vaccination will be required from successful candidate

To apply, please send your cover letter and resume in one document via email to:

John Dedes

John.dedes@entomica.com

The deadline to apply is December 31, 2021 at 4:00 pm

We thank everyone who applies. Only those selected for an interview will be contacted.

This position has been generously funded by the Ontario Trillium Foundation