



Job Posting: Operations Manager, Little Green Thumbs

Little Green Thumbs (LGT) is a national indoor classroom gardening program managed by Agriculture in the Classroom Saskatchewan. Little Green Thumbs works with a network of 10 regional host organizations across Canada to deliver the Little Green Thumbs program. The LGT program equips teachers with the equipment, skills and knowledge to grow indoor classroom gardens and activate the classroom learning opportunities it presents. You may learn more about the Little Green Thumbs program at www.LittleGreenThumbs.org.

We are seeking a highly organized, self-motivated individual with keen attention to detail to join our team as Operations Manager for the National Little Green Thumbs program. The LGT Operations Coordinator is a key member of the Little Green Thumbs program national office, based in Saskatoon, Saskatchewan. The Operations Coordinator will be primarily responsible for project management and managing a regular program operations schedule. Eventually, this role will grow to include more logistics management.

Responsibilities (*%job responsibilities at beginning - % job responsibilities as job progresses*)

1. Project Management (60% - 40%)

Little Green Thumbs develops several learning resources each year, such as lesson plans, videos and training resources. The LGT Operations Manager will be responsible for project management of the development of these learning resources to ensure they are completed in a timely fashion and within budget. Project management experience is required. Experience and/or expertise in educational resource development is an asset, but not required. This will be a significant part of the role at the start of the position.

- Develop a detailed project plan to monitor and track progress
- Create and maintain project documentation
- Manage project timelines, milestones, and scope
- Direct project consultants with the delegation of project tasks
- Communicate with project stakeholders, including Program Director

2. Manage Day to Day Program Operations and Reporting (25%)

Little Green Thumbs uses a database application to manage teacher participation, statistics, and feedback. The Operations Manager will manage the correct use of the database application by regional coordinators and ensure that annual check-ins, surveys and order forms are administered in a timely fashion. The Operations Manager will assist with compilation of annual and historical statistics for reporting and improvement purposes.

- Communicate standardized operational policies and processes to regional coordinators (ie. quality control, safety, program integrity, etc.)
- Contribute to the development and continual improvement of a procedures manual to deal with issues of quality control, safety, program operations integrity and execution



- Manage the program database, including administering annual check-ins, surveys and order forms and track annual and historical statistics
- Analyze teacher year-end survey data and assist with compiling reports for funding partners

3. Manage Inventory, Shipping and Receiving Logistics (5% - 20%)

Little Green Thumbs National office distributes classroom gardening supplies to 10 regional coordinators and to over 1000 classrooms annually. The LGT Operations Manager is responsible for managing coordinator and classroom supply orders, including the procurement of materials from suppliers, management of inventory, and the shipping and distribution of orders. This will be a small part of the role initially and will grow.

- Implement operational processes and procedures that support the LGT program's ongoing overall effectiveness and efficiency
- Manage the collection of teacher and coordinator supply orders, as well as the logistics of resource and material procurement, distribution and inventory
- Manage procurement of supplies, including receiving and inventory
- Manage assembly and distribution of program supplies to coordinators and teachers

4. General Program Administration (15%)

- Respond to general correspondence with the public regarding the LGT Program
- Support the LGT Program and National Program Director as needed

Skills and Education

- A degree in business, agriculture, education or equivalent experience
- Excellent communication skills and keen attention to detail
- Proven experience in project management and/or operations management
- Flexible and adaptive work style with the ability to thrive in a mission-driven environment
- Ability to work in collaborative work environments
- Experience working with teachers and knowledge of the education system an asset
- Experience working with cloud technology, digital communication tools and Microsoft Excel

Wage is \$55,000-60,000/year. 40/hours a week, for a 1-year contract. Part-time could be considered for the right applicant. Employees will have a flexible working environment and will be required to work outside of normal working hours at times.

Application deadline: December 31, 2021. Applicants will be notified in early January for interviews. Position to start mid-late January 2022.

Please send cover letter and resume to info@littlegreenthumbs.org