



## Roots of Empathy Nova Scotia Provincial Manager

### Who Are We?

Roots of Empathy (ROE) is an internationally acclaimed, award winning, children's charity, founded in 1996 by award-winning social entrepreneur, educator and author, Mary Gordon. There are two elements to Roots of Empathy, our empathy-based children's programs that have reached over 1 million children and our empathy movement. Roots of Empathy and our Founder have been cited in more than 1,200 scholarly articles/books in more than 60 countries around the world and we regularly contribute to the global discussion of empathy.

The Roots of Empathy Program is an evidence-based classroom program delivered in elementary schools shown to reduce aggression, including bullying, and to increase prosocial behaviours (caring, sharing, helping including and kindness) and empathy. The program's success has been proven by over 2 decades of independent research. The organization also delivers a sister program to Roots of Empathy, called Seeds of Empathy, which is delivered to young children in child care centres.

Headquartered in Toronto, Canada, the organization delivers its programs in all ten Canadian provinces and on three continents, in multiple languages.

### The Opportunity

Reporting to the Director, ROE Canada, this position is responsible for building and maintaining relationships with government, education partners and community agencies, managing third party agreements, meeting funder deliverables, and accountability for program planning, implementation and strategic partnerships in Nova Scotia.

If you are inspired by making a difference in the lives of children, enjoy meeting new people, building relationships and connections with schools, government representatives, agencies, and community leaders, this is your opportunity to join our team. We are looking for someone who enjoys working in a dynamic team environment and a fast-paced setting. You are known for your professional, friendly and collaborative working style and are confident when dealing with a variety of stakeholders, including school administrators, senior government representatives and community leaders.

## Key Responsibilities Nova Scotia, Provincial Manager:

- Sustain and forge new partnerships within the government, education sector and other relevant sectors and foundations related to program funding and delivery
- Deepen relationships and explore opportunities to work collaboratively with Indigenous communities, organizations and agencies in Nova Scotia to: (i) broaden mutual awareness and understanding; (ii) explore opportunities for programs (Roots of Empathy and Seeds of Empathy) and (iii) interest in funding partnerships to sustain programs
- Meet the deliverables of our government and non-government funding agreements
- Work collaboratively with RCE/CSAP staff related to new Roots of Empathy Instructor training and program delivery logistics
- Support Key Point Persons (KPP) in program planning and delivery, training opportunities and volunteer family recruitment
- Develop and implement a work plan to achieve annual program deliverables, which seeks out opportunities for growth and funding
- Manage and oversee the Roots of Empathy and Seeds of Empathy programs throughout Nova Scotia
- Lead role in preparing reports to funders, as set out in funder agreements
- Achieve annual performance targets, established by the Director, Canada
- Assist with Roots of Empathy research initiatives, as required
- Monitor progress and provide weekly updates on the status of program plans, contracts and agreements to the Director, Canada
- Cultivate, build and maintain relationships with provincial groups across Nova Scotia
- Oversee the coordination of annual Roots of Empathy training projections to meet provincial targets and diversify new Instructor profiles within school boards
- Make presentations to raise and maintain the awareness of the program: i.e. government officials, school board representatives, principals, teachers, parent groups, agencies and communities, in order to meet program projections
- Work with the Roots of Empathy Communications team to promote public awareness of the program at community events and respond to media and VIP requests

## Who Are You?

- You have a minimum of three years managerial experience with proven success in strategic planning and decision-making, partnerships, policy and/or community development
- Must have a strong understanding and belief in the mission, goals and values of the Roots of Empathy organization
- Knowledge of the Roots of Empathy organizational programs would be an asset
- Managerial experience with other not-for-profit organizations, government or education sector

- Knowledge of the Province of Nova Scotia, particularly the education and government sectors
- Experience working with educational and government administration and policy makers is an asset
- Fluency (oral and written skills) in French is an asset
- Working experience and knowledge of Indigenous communities in Atlantic Canada, in particular Nova Scotia, is an asset
- Strong problem-solving skills, ability to take initiative, work independently, flexible and comfortable with a fast-paced working environment
- Well versed in Word and advanced skills in Excel and PowerPoint
- Excellent oral and written communication skills, to communicate effectively with a broad range of audiences and stakeholders
- Skilled in project management with strong organizational and multi-tasking skills, time management and attention to deadlines and deliverables
- Strong interpersonal skills, including the ability to work in a team environment and to be collaborative
- Ability to travel within the province of Nova Scotia (a valid driver's license and access to a vehicle is required)
- Light lifting may be required (e.g. training materials)

Location: Halifax Region, Nova Scotia

Office: The successful candidate will work from an office in Dartmouth provided by the Nova Scotia Common Services Bureau.

Roots of Empathy is committed to the principles of equity, diversity, and inclusion in all aspects of our organization. We believe we are stronger when we not only celebrate our many differences, values, and voices, but also include them in practice. This means our organization will actively work to understand and remove barriers to equity and inclusion, be they systematic, physical, or otherwise for all employees including our Board of Directors.

Job Type: Full-time – 30 hours per week

Pay: \$60,000.00 per year

Benefits:

- Extended health, pharmaceutical, vision and dental coverage
- Defined contribution pension plan
- Hybrid work arrangement

Schedule:

- Monday to Friday

Work Location: Hybrid role in Dartmouth, NS

### **HOW TO APPLY:**

Please send your resume and cover letter to **[jlundberg@rootsofempathy.org](mailto:jlundberg@rootsofempathy.org)**

Roots of Empathy is an equal opportunity employer and is fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA). Please email [jlundberg@rootsofempathy.org](mailto:jlundberg@rootsofempathy.org), should you require accommodations during the application process.