



## Seeds of Empathy Program Manager, Manitoba

### Who are we?

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

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.

**DATE POSTED:** Tuesday, August 17<sup>th</sup>, 2026

**CONTRACT PERIOD:** September 15<sup>th</sup>, 2026 – August 31<sup>st</sup>, 2027

**HOURS:** Up to 20hrs/week – flexible working hours

**PAY:** \$27 - \$30 per hour depending on experience

### **RESPONSIBILITIES AND DUTIES:**

Reporting to the Global Manager, Seeds of Empathy, the Provincial Seeds of Empathy Manager's key responsibilities include, but are not limited to:

- Achieve annual performance & training targets established by the Global Manager, Seeds of Empathy.
- Develop strong relationships and connections with Seeds of Empathy childcare centres, schools, community agencies & organizations.
- Maintain a comprehensive Seeds of Empathy stakeholder database.

- Deliver presentations to stakeholders with the support of the Global Manager, Seeds of Empathy.
- Work with the Global Manager, Seeds of Empathy in developing marketing and communications materials with the support of the Roots of Empathy head office team.
- Assist in the once annual distribution of Seeds of Empathy program materials.
- Plan and host events with the support of the Global Manager, Seeds of Empathy events such as Seeds of Empathy trainings and professional development for Seeds of Empathy childcare centre staff.
- Support Annual Program Evaluation & data collection.
- Participate in meetings and trainings as requested by Roots of Empathy International Office.
- Maintain current inventory for all Seeds of Empathy learning materials for Manitoba. This includes materials provided on loan to Seeds of Empathy centres and resources in the storage location.

### **QUALIFICATIONS (EDUCATION AND EXPERIENCE):**

- Post-Secondary Degree or Diploma in Early Childhood Education, Child and Youth Care, or a related field.
- Minimum 2 years of experience in administration of childcare, education, or recreational program environment.
- Strong communication and interpersonal skills.
- Ability to lead meetings, provide records of work being done and manage logistics for trainings and events.
- Proficiency with Microsoft Office programs.
- Experience & sensitivity working within Indigenous contexts.
- Skills in both official languages (English and French) are an asset.

### **CONDITIONS OF EMPLOYMENT:**

- Satisfactory Criminal Record Check, including Vulnerable Sector Search.
- Valid Manitoba Driver's License, current Driver's Abstract, and access to a reliable vehicle required.

### **APPLICATION PROCEDURE:**

- Apply to [itrajkovska@rootsofempathy.org](mailto:itrajkovska@rootsofempathy.org) with your resume and a cover letter to give us an idea of your experience and your motivation for applying.

We thank all applicants for their interest and will honour every application with a response.

**APPLICATION DEADLINE:** Friday, August 28<sup>th</sup>, 2026