



May 2026

Position Title: Production Coordinator (fixed term contract, part-time)

Duration: Fixed 6-month contract (May–November 2026) starting immediately

Hours: 4–5 hours/day (approximately 20–25 hours/week), to be finalized with the successful candidate

Location: Remote

Compensation: CAD \$35/hour

About Earth Rangers

Earth Rangers is the kids' conservation organization, committed to instilling environmental knowledge, positivity, and the confidence to take action in every child. We do this through a suite of free programming that children can participate in at school, at home, and in their communities. All of these programs are educational and engaging – but more importantly, they show children that it's not too late to help the planet and that the things we do today will matter tomorrow.

Founded as a small community organization in 2004, we have since grown to have over 50,000 active members and 500,000 alumni across the United States and Canada.

About the Role

Earth Rangers is in the process of developing a new membership platform. A significant part of that work is rebuilding our environmental learning and action projects (called Missions) into new, interactive web-based experiences. It's an ambitious build with a variety of elements, including scripts, voiceovers, design assets, and quality assurance.

We're looking for a highly organized, detail-oriented Production Coordinator to coordinate production. You'll ensure that files, contractors, and deliverables flow smoothly in this key support role for the team.

If you thrive in structured environments, value strong version control, enjoy building efficient systems, and take pride in ensuring nothing falls through the cracks, this role is for you.

Key Responsibilities

File & Asset Management

- Create and manage the file pipeline: organize, label, version, and archive files across projects
- Build and maintain tracking systems to monitor file status, deliverables, and progress

Quality Control & Review

- Review all asset deliveries (including voiceovers) for quality, accuracy, and completeness



- Perform pre- and post-launch QA checks
- Act as the primary point of contact for contractors, consolidating questions and information
- Track timelines and follow up proactively to keep deliverables on schedule

Content Administration

- Support the content team by extracting relevant material from content decks and handing off to the appropriate team members
- Upload assets to relevant folders and manage any subsequent revisions as needed (requesting updated files, replacing outdated versions, and maintaining accurate version control)
- Assist with CMS content updates by inputting and organizing content using established templates and processes. Apply localization and regional variations as defined, attach required assets, and verify content accuracy and completeness
- Escalate issues or gaps to the product team as needed

Key Qualifications

- Previous professional experience in a coordination, production, or operations role. You've been the person who keeps things organized on behalf of a team
- Meticulous: This is the #1 requirement. You care about details and check your work
- Organized: You build and maintain clear systems for files, tracking, and communication, managing change and ensuring updates are reflected across files, versions, and deliverables
- Strong communicator & operational thinker: You communicate clearly and professionally, are able to troubleshoot minor issues and know when to elevate concerns to management
- Proactive: You follow up without prompting and can manage your own workload without constant oversight
- You are proficient working with Microsoft Office products (Excel, Word, Outlook)
- Experience using AI tools to streamline repetitive tasks
- Experience with project management tools such as Confluence, Jira (Atlassian suite).

Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview.

Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.

How to apply

Please submit a cover letter outlining your experience with coordination, operations, or project support and your resume to HR@earthrangers.com