



Education Programs Coordinator Posting

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the people involved in BC's fishing industry. The National Historic Site is operated by a non-profit society and is open to the public year-round and welcomes visitors from across the Lower Mainland and around the world.

Under the supervision of the Manager of Audience Engagement, this position is responsible for the development and delivery of high-quality educational programming for children and adults.

Responsibilities:

- Coordinate and schedule education program bookings
- Create, maintain, and update, education programs for school groups, ELL youth and adults, preschool classes, seniors, and others
- Deliver education programs and tours in English and preferably also in French
- Lead education program training and evaluation of staff and volunteers
- Oversee the delivery of outreach activities related to education programs
- Maintain administrative files and bookings records
- Provide reports related to group programs
- Assist with program promotion to schools and organizations
- Foster strong relationships with teachers at local schools
- Assist with visitor services as required

Qualities:

- You are passionate about delivering quality educational programming
- You have outstanding relationship building and communication skills
- You can effectively multi-task and problem solve
- You have exceptional time management skills
- You work well within teams as both a leader and a colleague
- You energize others; you lead by example and celebrate accomplishments

Skills and Experience:

- Bachelor's degree and 2 years' experience leading education programs for youth and/or adults, or an equivalent combination of education and work experience
- Familiarity with the BC Ministry of Education curriculum
- Experience in customer service
- Experience working with volunteers
- Fluency in English is required; fluency in French is preferred

A criminal record check will be required

Hours: 40 hours/week Monday to Friday 9:00-5:30 p.m.

Compensation:

- Salary range is \$42,000-\$45,000
- Comprehensive benefits package with RRSP matching contribution
- Ongoing professional and personal development.

To apply, submit a resume with cover letter to the Manager of Audience Engagement, Shannon King at shannon.king@gogcannery.org by August 8, 2019.

Only shortlisted candidates will be contacted. No phone calls please.