



## Education Programs Coordinator

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the individuals involved in BC's fishing industry. The National Historic Site is operated by the Gulf of Georgia Cannery Society, a non-profit society. Working in partnership with Parks Canada, the Society preserves the history of the BC fishing industry and presents it in an engaging and relevant way.

*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, preschool classes, and daycare groups
- 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
- Develop and maintain positive working relationships with diverse local communities as related to education programs and delivery
- Assist with educational components on other projects with the Audience Engagement team

### 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:

- 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

- Well versed in Microsoft Office Programs with a high degree of technological literacy
- Fluency in English is required; fluency in French is highly preferred

Government of Canada Security Screening is required.

**Hours:** 37.5 hours/week Monday-Friday regularly with some evening and weekends required

**Compensation:**

- Salary range is \$43,000-\$45,000
- Comprehensive benefits package with RRSP matching contribution.
- Ongoing professional and personal development.

Please send resume and cover letter to Krystal Newcombe, Manager of Audience Engagement at [krystal.newcombe@gogcannery.org](mailto:krystal.newcombe@gogcannery.org) by March 18<sup>th</sup>, 2022

If you are interested in working with us, but see something in this posting that excludes you, please reach out to us. We are committed to decolonizing our practices and creating an inclusive working environment that accommodates all backgrounds and abilities. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, and identification as an Indigenous person.

Only candidates chosen to continue in the hiring process will be contacted. No phone calls please.