



Title:	Graduate Intern – Education and Outreach Programs
Position Type:	8 Month Contract
No. of Positions:	1
Term:	May 2024 to December 2024
Monthly Salary:	\$3,334 (less applicable statutory deductions)
Job Region:	Based in the Toronto office with frequent travel to urban, rural and remote communities in Canada
Application Deadline:	March 11, 2024

About Mining Matters

Established in 1994, Mining Matters is a charitable organization dedicated to bringing knowledge and awareness about Canada’s geology and mineral resources to students, educators, and the public. The organization offers unique educational resources about rocks, minerals, metals, mining, and the diverse career opportunities available in the minerals industry. For more information, visit MiningMatters.ca.

About the Position

Mining Matters is seeking a responsible, dedicated, and self-motivated individual to fill the position of Graduate Intern – Education and Outreach Programs. The incumbent will play an important role in advancing our mandate across four core program areas, including school programs, Indigenous communities education and outreach programs, public outreach programs, and partnership initiatives. The Graduate Intern will organize, plan and implement virtual school programs, summer camps, teacher workshops, and other outreach initiatives and will be expected to deliver a diverse array of mineral exploration, mining and Earth science learning activities in a safe, caring and fun-filled environment. This position provides the opportunity to utilize knowledge of teaching, Earth science, environmental science, and engineering disciplines in a practical environment, using hands-on education techniques and virtual engagement, while also gaining a strong network in the minerals industry. An initial training period will be provided to ensure the candidate will be able to effectively plan and deliver these programs.

Travel to urban, rural, and remote communities for program delivery is a significant part of this role. This provides the extraordinary chance to teach in settings with unique attributes and challenges, therefore requiring the incumbent to possess a high level of maturity, resourcefulness, and open-mindedness.

Duties and Responsibilities:

- Organize and facilitate engaging virtual and in-person workshops focused on rocks, minerals, metals, mining, engineering and sustainability, featuring interactive activities and demonstrations for K-12 students.
- Lead multi-day school and summer camp programs in Indigenous communities, offering authentic and engaging learning experiences that build literacy in Earth science, mineral exploration, mining and sustainability.
- Educate youth about the significance of rocks, minerals, and metals in everyday life, local and provincial geology, the mining process, environmental practices, and career opportunities in the industry.
- Administer GEMS Kits containing hands-on activities and resources on geology, engineering, mining, and sustainability, fostering interactive learning experiences.
- Cultivate and sustain relationships with Indigenous community partners, tailoring programs to meet specific community needs.
- Host educational activities at public outreach events, engaging children, youth, educators, and the general public in the world of rocks, minerals, metals, mining, and industry careers.
- Support the WHERE Challenge, a national competition challenging students to explore the origins of everyday materials.
- Participate in industry conferences, gem and mineral shows, cultural celebrations, STEM fairs, and career fairs, delivering interactive learning opportunities to attendees.
- Collaborate with museums, universities, libraries, mining associations, and STEM organizations, sharing resources and co-hosting workshops to enhance educational offerings.
- Record and maintain attendance, input program evaluations, and manage program feedback.
- Manage educational resources by assembling, compiling, packing, shipping, distributing and tracking supplies and equipment to and from the office and program locations.
- Correspond with teachers to promote programs and confirm schedule, technical requirements, workshop format and accommodation needs.
- Prepare the educational environment (i.e. virtual studio, in-person classroom, camp site, outreach event, etc.) for the various activities and programs, including set up and tear down, organizing supplies and health and safety equipment.
- Prepare reports and articles about programs.
- Act professionally at all times, especially while working in unique environments including bush camps and Indigenous communities.
- Be able to lift, move and transfer equipment and supplies weighing 20 kilograms.
- Be proficient in video conferencing, videography, MS Word, Excel, PowerPoint, and video editing software.
- Undertake additional program and administration duties as assigned.

Essential Qualifications:

- Bilingual in French and English an asset.
- Have a degree related to Earth Science, Engineering, Environmental Science, Geology, Geography, Education or related field of study.
- Must possess or be in the process of obtaining a **Vulnerable Sector Screening Program - Police Reference Check.**

- Must possess **Standard/Emergency First Aid** and **CPR** qualifications which are valid for the entire duration of the contract.
- Class G driver's license or equivalent an asset.

Eligibility Criteria:

Funding for this position is provided by MiHR's Green Jobs Program, which outlines specific eligibility criteria as follows:

- Between the ages of 18 and 30 (inclusive) at the start of the placement.
- Canadian Citizen, Permanent Resident or Protected Person as defined by the Immigration & Refugee Protection Act.
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Unemployed, underemployed or a student prior to the start of the placement.
- Not enrolled in school full-time (eligible if enrolled in part-time school).

Other Qualifications, Assets, Skills, and Attributes:

- Passionate about education, outreach, and community engagement.
- A positive, friendly, and approachable disposition.
- Adaptable, mature, self-motivated, responsible, enthusiastic and creative .
- Excellent oral, written, and non-verbal communication skills.
- Superior time management, planning, and organizational skills.
- Able to work in a flexible and adaptable manner with youth, teachers, and community members in challenging situations.
- Strong situational problem-solving and conflict-resolution skills.
- Demonstrated experience working with groups of children, youth, and adults in a summer camp or instructional capacity.
- Previous experience in delivering engaging educational programs in a virtual setting is an asset.
- Able to work under minimal supervision and initiate and develop new ideas.
- Strong interest in First Nation, Inuit and Métis communities, histories, and contemporary issues.
- Willing to operate within environments that may be stressful and emotionally challenging.
- Available to work weekends, holidays and overtime beyond a standard eight-hour day to accommodate the program and travel schedule.
- Amenable to being outdoors in a camp setting in the far north and staying in modest accommodations with minimal access to internet and telephone.
- Prior experience living and working in isolated and/or cross-cultural community settings is an asset.
- Experience in event coordination, media, marketing and communications is an asset.
- Able to travel on small aircraft, boats and land transportation.
- Access to a vehicle is an asset.

Mining Matters encourages applications from all qualified candidates who represent the full diversity of communities across Canada. Please let us know if you require an accommodation for the

recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations). We'd love to hear from you!

Please submit your cover letter and resume by email only to HR@miningmatters.ca

We wish to thank all applicants for their interest and effort in applying for the position, however only those selected for an interview will be contacted.