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| <b>Title:</b>                | Bilingual Programs Coordinator                            |
| <b>Position Type:</b>        | Contract  |
| <b>No. of Positions:</b>     | 1   |
| <b>Term:</b>                 | Two years, commencing April 2, 2018                       |
| <b>Job Region:</b>           | Toronto-based office with extensive travel across Canada. |
| <b>Application Deadline:</b> | 4:30 p.m. Friday, February 23 <sup>rd</sup> , 2018        |

### 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](http://MiningMatters.ca).

### About the Position

**Mining Matters** is seeking a responsible, dedicated and self-motivated individual to fill the position of **Bilingual Programs Coordinator**. The *Bilingual Programs Coordinator* will provide general project, administrative, correspondence and planning support primarily for **Mining Matters | Une Mine de Renseignements** English and French student programs including French Immersion, Core French and French as a Second Language programming, camps, teacher training initiatives and public outreach under the supervision of the *Executive Director*. The *Bilingual Programs Coordinator* will actively participate and provide project-based assistance for new pilot programs including outreach education to the schools, convention school programs planning and development, and teacher workshops, including select teaching and workshop activities. Additionally, the position will assist with developing and maintaining Francophone school and teacher databases; contributing to **Mining Matters** publications and reviewing written translations; ordering and maintaining education supplies; marketing professional development workshops, as well as attending and taking minutes at education meetings as needed.

### Duties and Responsibilities:

- Plan, coordinate and deliver school programs, workshops and in-services using **Mining Matters** resources
- Make direct contact with School Board Instructional Leaders and Consultants, Professional Development Coordinators, elementary and secondary schools in both the public and private school systems to promote the **Mining Matters** resource materials
- Conduct or participate in workshops, committees and conferences designed to promote **Mining Matters** resources with stakeholders
- Coordinate with **Mining Matters** teacher partners and facilitators to support program delivery
- Coordinate the WHERE Challenge – our national competition for students ages 9 to 14 including the development of communications (print and Web site), promotion to target audience, recruitment of volunteer judges, announcement and awards for winners

- Coordinate and deliver public outreach events at select gem and mineral shows, industry conferences, career fairs and mining week celebrations
- Coordinate and supervise activities of summer workers engaged in cataloging, producing, and maintaining educational materials and equipment on-site and at the warehouse
- Prepare resource materials or information packages and send material to teachers and stakeholders in a timely manner
- Recommend, order or acquire approval for purchase of instructional materials, supplies, equipment and visual aids designed to meet educational needs and provincial standards
- Develop surveys, questionnaires and procedures that measure the effectiveness of resources, and use these tools to determine whether program objectives are being met
- Research and write articles related to Earth science education and mining careers for the groundWORK newsletter, write articles about program deliverables for the annual newsletter and eNews, and review translated publications for accuracy.
- Record and maintain teacher participant database, input workshop and/or resource evaluations and manage program feedback
- Update the content of educational programs to ensure that teachers and students are being trained with equipment and processes that are technologically current
- Provide support during program delivery through instruction, supervision and coordination of activities

#### Essential Qualifications:

- Must be fluent in French
- Must possess a valid **Class G** Ontario driver's license or equivalent
- 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
- Must be available to travel within Canada (up to 75% of the time)

#### Eligibility Criteria:

- Must possess a Bachelor's degree in Science
- Must be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada (no work permits or student visas)
- Legally entitled to work according to the relevant provincial legislation and regulations

#### Other Qualifications, Assets, Skills, and Attributes:

- A positive, friendly and approachable disposition
- Adaptable, self-motivated, responsible, enthusiastic and creative
- Superior time management, planning and organizational skills
- Excellent written and oral communication skills
- Excellent presentation skills
- Able to work in a flexible and adaptable manner with others
- Possess a passion for teaching
- Extensive knowledge of Earth science content

- Teaching experience that is transferable to school programs, summer camps, community outreach and teacher professional development
- Knowledge of the science curriculum in Quebec
- Ability to present hands-on, inquiry-based workshops about rocks, minerals, metals, mineral exploration, modern mining and the environment
- 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
- Able to work under minimal supervision and initiate and develop new ideas
- Must be comfortable interacting and communicating with people from a variety of backgrounds
- Be able to lift, move and transfer equipment and supplies weighing 20 kilograms
- Be proficient in MS Word, Excel and PowerPoint
- Must be available to work weekends, holidays and overtime beyond a standard eight-hour day to accommodate the program and travel schedule
- Able to travel on small aircraft, boats and land transportation
- Teaching certification preferred
- Access to a vehicle is an asset

**Please submit your resume and cover letter by email only to Sarah Hahn, Coordinator, Operations and Events at [shahn@miningmatters.ca](mailto:shahn@miningmatters.ca) by 4:30 p.m. Friday, February 23<sup>rd</sup>, 2018.**

***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.***