



<b>Title:</b>	<b>Intern, Education and Outreach Programs</b>
<b>Position Type:</b>	12-month Contract
<b>No. of Positions:</b>	2
<b>Term:</b>	May 22, 2018 – May 17, 2019
<b>Job Region:</b>	Toronto-based office with extensive travel to Indigenous and non-Indigenous communities in Canada
<b>Application Deadline:</b>	Open until filled

### 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, adventurous and self-motivated individual to fill the position of **Intern, Education and Outreach Programs**. The Intern will assist in delivering Education and Outreach Programs both locally and in remote areas through engaging hands-on learning experiences related to mineral exploration, extraction, and development and related concepts within the study of Earth science.

The Intern will work directly with the Coordinators to plan and implement their *Mining Rocks* Earth Science Camp and School programs, Teacher Workshops, and other outreach initiatives. The Intern will be expected to deliver a diverse array of indoor and outdoor mineral exploration, mining, environmental science and Earth science learning activities in a safe, caring and fun-filled environment. An initial training period will be provided to ensure that you are able to effectively coordinate and deliver these programs.

### Duties and Responsibilities:

- Plan and deliver **Mining Matters** Indigenous, Outreach and School Programs
- Provide support during program delivery through instruction, supervision and coordination of activities
- Supervise participants in classrooms, halls, outdoor learning environments and gymnasiums
- Record and maintain attendance, input course 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 communities
- Coordinate with external consultants on the design and production of promotional and other supporting materials
- Prepare the educational environment (i.e. field area, classroom, exploration site, campsite) for the various activities and programs, including set up and tear down, organizing supplies and health and safety equipment

- Prepare reports and articles about the program
- Participate as a judge for the WHERE Challenge
- Assist during the **Mining Matters** education program during the Prospectors and Developers Association of Canada Convention and Trade Show
- Act professionally at all times, especially while working in unique environments including bush camps and Indigenous communities
- Utilize excellent oral, written and non-verbal communication skills
- Be able to lift, move and transfer equipment and supplies weighing 20 kilograms
- Be proficient in MS Word, Excel and PowerPoint
- Undertake additional program and administration duties as assigned

#### Essential Qualifications:

- 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 up to three weeks per month

#### Eligibility Criteria:

- Must be a post-secondary graduate
- Must be between the ages of 18 and 30 at the start of the internship
- Out-of-school
- 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
- Not in receipt of Employment Insurance (EI) Benefits
- Not a previous participant in a Career Focus Internship of the Youth Employment Strategy

#### 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
- Able to work in a flexible and adaptable manner with various mentors, youth, and community members in challenging situations
- Strong situational problem-solving and conflict-resolution skills
- Amenable to being outdoors in a camp setting in the far north including dealing with extreme environmental conditions i.e. weather, insects
- Demonstrated experience working with groups of children, youth, and adults in a summer camp or instructional capacity
- Previous experience in delivering educational programs in remote communities an asset
- Able to work under minimal supervision and initiate and develop new ideas

- Prior experience working with First Nation, Inuit or Métis individuals/communities or knowledge/familiarity with Indigenous issues in Canada/Ontario are an asset
- Sensitivity to cultural differences, realities of differing culture, living environments and broader societal factors affecting Indigenous communities
- Must be comfortable interacting and communicating with a variety of ages and community members
- Must be willing to operate within environments that may be stressful and emotionally challenging
- Must be available to work weekends, holidays and overtime beyond a standard eight-hour day to accommodate the program and travel schedule. *Please note that modest accommodations are frequently the norm when travelling in remote and northern locations for our programs. There may be 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
- Wilderness, Lifesaver and/or Aquatic Safety Certification preferred
- Possessing a degree in Education, Engineering, Environmental Science or Geology an asset
- Access to a vehicle is an asset
- Fluency in French 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).**

***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.***