



Title:	Intern – Education and Outreach Programs (Co-op Student)
Position Type:	Seasonal Contract
No. of Positions:	1
Term:	January 8 to April 26, 2024
Job Region:	Work from Toronto office with frequent travel to urban, rural and remote communities in Canada
Application Deadline:	November 17, 2023

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 Intern – Education and Outreach Programs (co-op student). The Intern will assist Instructors in the organization, planning and implementation of education and outreach programs, and will facilitate high quality, exciting, entertaining, and fun hands-on virtual and in-person STEM sessions related to geology, engineering, mineral exploration, mining, and sustainability in a safe and caring environment. An initial training period will be provided to ensure the candidate will be able to effectively 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 deliver programs 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:

- Support the delivery of engaging virtual and in-person workshops focused on rocks, minerals, metals, mining, engineering and sustainability, featuring interactive activities and demonstrations for K-12 students.

- Support the delivery of multi-day school programs in Indigenous communities, offering engaging learning experiences that build literacy in Earth science, mineral exploration, mining and sustainability, and promote awareness of career opportunities in the industry.
- Support the delivery of educational activities at public outreach events, engaging children, youth, educators, and the general public.
- Support the WHERE Challenge, a national competition challenging students to explore the origins of everyday materials.
- Record and maintain attendance, input program evaluations and feedback.
- Coordinate educational resources by assembling, compiling, packing, shipping, distributing and tracking supplies and equipment to and from the office and program locations.
- Help prepare the educational environment (i.e. virtual studio, in-person classroom, outreach event, etc.) for the various activities and programs, including set up and tear down, organizing supplies and health and safety equipment.
- Draft 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:

- Possess or be in the process of obtaining a **Vulnerable Sector Screening Program - Police Reference Check**.
- 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 Gearing Up Program, which outlines specific eligibility criteria as follows:

- Registered in a full-time or part-time post-secondary program in a Canadian post-secondary institution.
- A Canadian citizen, permanent resident or person with refugee protection under the law.
- Legally able to work in Canada according to the laws and regulations of the province or territory where they live.
- Studying in fields related to STEM (Earth Science, Engineering, Environmental Science, or related field).

Other Qualifications, Assets, Skills, and Attributes:

- Passion for 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 and youth in an instructional capacity.
- Previous experience in delivering engaging educational programs in a virtual setting is an asset.
- 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 staying in modest accommodations with minimal access to internet and telephone.
- Able to travel on small aircraft, boats, and land transportation.
- Bilingual in French and English 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.