Title:	**Intern, Education and Outreach Programs – Co-op Student**
Position Type:	Seasonal Contract
No. of Positions:	1
Term:	May 1 to August 31 , 2023
Job Region:	Work from Toronto office Possibility for travel to Indigenous and non-Indigenous communities in Canada
Application Deadline:	April 3, 2023

About Mining Matters

Mining Matters is a national charitable organization dedicated to educating young people to develop knowledge and awareness of Earth sciences, the minerals industry and their roles in society. We provide current information about rocks, minerals, metals, mining and the diverse career opportunities available in the minerals industry. Mining Matters offers exceptional educational resources that meet provincial curriculum expectations. Core to the program are the Mining Matters educational resources, created by educators and Earth science experts. Mining Matters has reached an estimated 800,000 teachers, students and members of the general public since its inception in 1994. 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 **Student Intern, Education and Outreach Programs**. The incumbent 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.

The incumbent will assist the Coordinators to organize, plan and implement school programs, camp programs, teacher workshops, and other outreach initiatives. The incumbent 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. An initial training period will be provided to ensure the candidate will be able to effectively coordinate and deliver these programs.

Travel locally and in remote areas will be required for the delivery of a variety of indoor and outdoor programs.

Duties and Responsibilities:

- Design and deliver imaginative, science-based, STEM sessions (virtual and in-person) for students ages 8 to 18
- Test hands-on activities and adapt them as appropriate
- Provide support during program delivery through instruction, supervision and coordination of activities
- 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 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, classroom, camp site, 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 the program
- Act professionally at all times, especially while working in unique environments including bush camps and Indigenous communities, should travel occur
- Undertake additional program and administration duties as assigned

Essential Qualifications:

- 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 should in-person programs resume

Eligibility Criteria:

- Must be a Canadian citizen, permanent resident, or persons to whom refugee protection has been conferred
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Must be studying in fields related to Earth Science, Engineering, Environmental Science, Geology, Geography or related field of study

Other Qualifications, Assets, Skills, and Attributes:

- Enrolled as a full-time student in a co-operative education program at a post-secondary institution in Canada is an asset
- A positive, friendly and approachable disposition
- Adaptable, 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
- 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
- Able to lift, move and transfer equipment and supplies weighing up to 20 kilograms
- Proficient in video conferencing, videography, MS Word, Excel, PowerPoint and video editing software
- 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 histories and contemporary issues in Canada
- Comfortable interacting and communicating with a variety of ages and community members
- 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.*
- Amenable to being outdoors in a camp setting in the far north including dealing with extreme environmental conditions i.e. weather, insects
- 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
- French is an asset

Please submit your cover letter and resume by email only to Laura Clinton, Executive Director lclinton@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.