



Title:	Coordinator, School Programs
Position Type:	Contract
No. of Positions:	1
Term:	One-year contract commencing October 24 (or as soon as possible), with possibility of renewal
Job Region:	Toronto-based office with extensive travel across Canada
Application Deadline:	4:30 p.m., Friday, September 30, 2022

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 passionate and self-motivated individual to fill the position of **Coordinator, School Programs**. In this role you will provide general project, administrative, correspondence and planning support primarily for Mining Matters student programs, camps, teacher training initiatives and public outreach under the supervision of the *Executive Director*. You will actively participate and provide project-based assistance to develop and 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 school and teacher databases; contributing to Mining Matters publications; ordering and maintaining education supplies; marketing professional development workshops, as well as attending and taking minutes at education meetings as needed.

This position involves extensive travel across Canada – if you are open to adventure and love connecting with teacher and students, this position may be for you!

Duties and Responsibilities:

- Plan, coordinate and deliver school programs and workshops in person and virtually using Mining Matters resources
- 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
- 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 website), promotion to target audience, workshop delivery, training interns for workshop delivery, 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 interns engaged in cataloging, producing, and maintaining educational materials and equipment
- Prepare resource materials and 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, review publications for accuracy and prepare program reports for stakeholders.
- 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
- Lead training activities related to education programs for co-op students, graduate interns and fee-for-service STEM communicators

Required Qualifications:

- Teacher certification and bachelor's degree in science
- Valid **Class G** Ontario driver's license or equivalent
Possess or be in the process of obtaining a **Vulnerable Sector Screening Program - Police Reference Check**
- **Standard/Emergency First Aid** and **CPR** qualifications, valid for the entire duration of the contract
- Available to travel within Canada (50% to 75% of the time)
- 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:

- French language an asset
- 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 across Canada
- 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
- 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
- Access to a vehicle is an asset

What Mining Matters Offers:

- Comprehensive group benefits plan (medical, dental, vision)
- Pension allowance
- Paid vacation
- Great team environment
- Support for professional development

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 Sarah Hahn, Coordinator, Operations, Communications and Events at 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.