



Title:	Summer Intern
Position Type:	Seasonal Contract
No. of Positions:	2
Term:	May 22 nd , 2018 to August 31 st , 2018
Job Region:	Toronto-based office with extensive travel to Indigenous and non-Indigenous communities in Canada
Application Deadline:	4:30 p.m. Friday, May 4 th , 2018

About Mining Matters

Mining Matters is a charitable organization dedicated to bringing knowledge and awareness about Canada's geology and mineral resources to students, educators and the general public. The organization provides 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 650,000 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 responsible, dedicated, adventurous and self-motivated individuals to fill the position of **Summer Intern**. They 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 incumbent will assist the Coordinators to organize, plan and implement *Mining Rocks* Earth Science Camp and School programs, Teacher Workshops, and other outreach initiatives. The incumbent will be expected to deliver a diverse array of indoor and outdoor 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.

Duties and Responsibilities:

- Design and deliver a number of **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
- Schedule and deliver programs and training sessions
- Coordinate with external consultants on the design and production of promotional and other supporting materials
- Work with partners to coordinate events to celebrate the achievements of our program participants, including confirming location and A/V requirements, preparing and issuing invitations to stakeholders, confirming attendance, coordinating translation, writing speaking notes, and developing PowerPoint presentations
- 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
- 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, PowerPoint and photo editing software
- Undertake additional program and administration duties as assigned

Essential Qualifications

- Must be a **minimum of 21 years of age** by May 30, 2018
- 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
- Pursuing post-secondary degree, majoring in Teaching, Education, Engineering, Environmental Science, Geology
- Must have been enrolled in a post-secondary institution in the previous academic year and intend to return to school on a full-time basis in the next academic year
- Must be a Canadian citizen or permanent resident and be legally entitled to work in Canada

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
- Access to a vehicle is an asset
- Bilingualism is an asset

Please submit your resume by email only to Sarah Hahn, Coordinator, Operations and Events at shahn@miningmatters.ca by 4:30pm Friday, May 4th, 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.