



Title: Coordinator, Aboriginal Education and Outreach Programs

Position Type: Full time with benefits (6-month probation period)

Job Region: Toronto-based office with periodic travel

Salary Range: \$35,000 to \$40,000 per year, based on previous experience and qualifications

Application Deadline: Monday, April 21, 2014 at 11:59 pm

About Mining Matters and the Aboriginal Education and Outreach Programs

Mining Matters is seeking responsible, dedicated, adventurous and self-motivated individuals to fill the position of *Coordinator*, working under the banner of **Mining Matters** Aboriginal Education and Outreach Programs. The program, which was first introduced in 2001, provides communities with engaging hands-on learning experiences related to mineral exploration, development and related concepts within the study of Earth science.

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 550,000 teachers, students and members of the general public since its inception in 1994.

For more information, visit: www.miningmatters.ca

About the Candidate

The candidate will report to the Manager of the Aboriginal Education and Outreach Programs to assist with the planning and implementation of its *Mining Rocks* Earth Science Programs, Teacher Training Workshops, and other **Mining Matters** outreach initiatives. The candidate must have exceptional organization and communication skills and will oversee all aspects logistical requirements and program administration as delegated by the Manager. The candidate will assist with external consultants in preparing grant applications, program reports and stewardship updates. The candidate will also assist in the sound office administration of the Aboriginal Education and Outreach Programs.

Periodically, the candidate must be available to work weekends, holidays and overtime beyond a standard eight-hour day to accommodate the program and travel schedule. On occasion, the *Coordinator* will be expected to assist with onsite programs in communities. Modest accommodations are frequently the norm when travelling in remote and northern locations for these programs. The candidate must be comfortable and capable of working in teams of two to three, providing on-site supervision in the absence of the Manager.

**Submit your cover letter and resume by email only to Barbara Green Parker, Manager,
Aboriginal Education and Outreach Programs at bgparker@miningmatters.ca by Monday, April 21, 2014.**

In your cover letter, please state how you meet the qualifications and how you became aware of this position.

*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.*

Duties and Responsibilities:

- Assist with the design and delivery of **Mining Matters** Aboriginal Education and Outreach Programs
- Provide essential administrative, logistical, coordinating and organizational support to the Manager and Program teams
- Organize Manager, Aboriginal Education and Outreach Program schedule of activities and tasks on weekly, monthly basis
- Oversee the preparation of program logistics including shipping, flights, equipment purchases, etc
- Input course evaluations and manage program feedback for the compilation of sponsor reports and other reporting requirements
- Assist with the management of educational resources by assembling, compiling, packing, shipping, distributing and tracking supplies and equipment to and from the office and communities
- Assist with the scheduling and delivery of programs and training sessions including by notifying all relevant parties
- 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
- Assist with the organization and delivery of special events including fund raising and outreach activities
- Assist with contract administration and the preparation of reports and articles about the program
- Assist with accounts payable/receivable, expense reporting and other program-related administrative duties
- Prepare correspondence and communications products such as newsletter articles and website copy
- Coordinate and assist with the delivery of training programs for new staff
- Provide regular updates to the Manager, Aboriginal Education and Outreach Programs
- Act professionally at all times, especially while working in unique environments including bush camps and Aboriginal communities
- Utilize excellent oral, written and non-verbal communication skills
- Be proficient in MS Word, Excel, PowerPoint and photo editing software
- Undertake additional program and administration duties as assigned which may include tasks outside of the Aboriginal Education and Outreach Programs

Essential Qualifications:

- Possession of post-secondary degree in relevant business fields, i.e. business administration, communications, public administration, event planning, community relations, etc. A combination of education and experience will be considered
- Experience facilitating, coordinating and organizing events, outdoor education programs or experience in camp settings
- Exceptional communication (writing), financial management and organizational skills
- Must be a **minimum of 21 years of age** by January 31, 2014
- Must possess a valid **Class G** Ontario driver's license or equivalent
- Must possess or be in the process of obtaining a clear **Vulnerable Sector Screening Program - Police Reference Check**
- Must possess or be prepared to obtain **Standard/Emergency First Aid** and **CPR** qualifications
- Must be available to accommodate the program and travel schedule beyond a standard eight-hour day, including weekends, holidays and overtime.

Other Qualifications, Assets, Skills, and Attributes:

- Adaptable, self-motivated, responsible, enthusiastic and creative
- Superior time management, planning and organizational skills
- A positive, friendly and approachable disposition
- Experience in event coordination, media, marketing and communications is an asset
- Advanced proficiency in French is an asset
- Prior experience working with First Nation, Inuit or Métis individuals/communities or knowledge/familiarity with Ontario and Canadian Aboriginal issues are an asset
- Access to a vehicle is an asset; use of personal vehicle will be reimbursed
- Previous experience in delivering educational programs in remote communities an asset
- Able to work in a flexible and adaptable manner in challenging situations
- Strong situational problem-solving and conflict-resolution skills
- Sensitivity to cultural differences, realities of differing culture, living environments and broader societal factors affecting Aboriginal communities
- Prior experience living and working in isolated and/or cross-cultural community settings is an asset
- Able to travel on small aircraft, boats and land transportation
- Wilderness, Lifesaver and/or Aquatic Safety Certification preferred