



<b>Title:</b>	<b>Education Specialist</b>
<b>Position Type:</b>	One-year contract with benefits, renewable
<b>Term:</b>	June 1, 2014 to June 1, 2015
<b>Job Region:</b>	Toronto-based office with extensive travel to communities;
<b>Salary Range:</b>	\$42,000 to \$46,000 annually, based on previous experience and qualifications
<b>Application Deadline:</b>	Monday, April 21, 2014 at 11:59 pm

## About Mining Matters and the Aboriginal Education and Outreach Programs

**Mining Matters** is seeking a responsible, dedicated, adventurous and self-motivated individual to fill the position of *Education Assistant*, 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](http://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 be confident in delivering a diverse array of indoor and outdoor mineral exploration, mining and Earth science learning activities in a safe, caring and fun-filled environment. The candidate must be comfortable interacting and communicating with a variety of ages and community members. The candidate may be operating within environments that may be stressful and emotionally challenging. An initial training period will be provided to ensure the candidate will be able to effectively prepare for these challenges as well as coordinate and deliver these programs.

Over the course of the contract, the candidate must be available to work weekends, holidays and overtime beyond a standard eight-hour day to accommodate the program and travel schedule. Modest accommodations are frequently the norm when travelling in remote and northern locations for these programs. The candidate must be comfortable and capable working in teams of two to three, providing on-site supervision. There may be minimal access to internet and telephone.

Submit your cover letter and resume by email only to Barbara Green Parker, Manager, Aboriginal Education and Outreach Programs at [bgparker@miningmatters.ca](mailto: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
- Assist with the development of new curriculum-aligned activities
- Provide support to fellow team members during program delivery through instruction, supervision and coordination of activities
- Supervise and effectively engage participants in classrooms, halls, outdoor learning environments and gymnasiums
- Record and maintain attendance, input course evaluations and manage program feedback
- 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
- 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
- Assist with the preparation of reports and articles about the program
- 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 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 which may include tasks outside of the Aboriginal Education and Outreach Programs

## Essential Qualifications

- Possess a post-secondary degree or diploma in Earth science, physical geography, mining engineering or science, or have experience teaching in these subject areas
- Possession of a teaching certificate or degree in teacher education
- 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 which are valid for the entire duration of the contract
- 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:

- Experience facilitating or coordinating outdoor education programs or experience in camp settings
- Prior experience working with First Nation, Inuit or Métis individuals/communities or knowledge/familiarity with Ontario and Canadian Aboriginal issues
- Adaptable, self-motivated, responsible, enthusiastic and creative
- Amenable to being outdoors and amenable to remote living conditions which includes limited access to technology
- Advanced proficiency in French is 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
- A positive, friendly and approachable disposition
- 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
- 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
- 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