



Title:	Programs Assistant, Aboriginal Education and Outreach Programs
Position Type	Contract
Term:	June 1, 2014 to June 1, 2015 (three-month probationary period)
Job Region:	Toronto-based office with extensive travel to communities
Salary Range:	\$3,000- \$4,000 per month, based on 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 *Program 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

About the Candidate:

Reporting to the Manager, Aboriginal Education and Outreach Programs, the candidate will assist with the planning, ongoing administration and implementation of **Mining Matters Mining Rocks** Earth Science Programs, Teacher Training Workshops and other outreach initiatives. Responsibilities while working at **Mining Matters** office include maintaining the program's inventory, assisting with financial administration, website/social media upkeep and overseeing logistical considerations. The candidate will also deliver 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 and may be operating within environments that can be stressful and emotionally challenging. Training will be provided to ensure the *Aboriginal Education and Outreach Program Assistant* will be able to effectively coordinate and deliver these programs.

The candidate must be available to accommodate the program and travel schedule, working some weekends, holidays and overtime beyond a standard eight-hour workday. Modest accommodations are frequently the norm when travelling in remote and northern locations for the programs. There may be minimal access to internet and cell phone service.

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 include the following:

- Assist with the design and delivery of the Aboriginal Education and Outreach Programs
- Manage educational resources by assembling, compiling, packing, shipping, distributing and tracking supplies and equipment
- Supervise and effectively engage participants in classrooms, halls, outdoor learning environments and gymnasiums
- Assist with the preparation and compilation of data for reports, including program, financial, etc
- Assist with the scheduling and delivery of programs and training sessions including notifying all relevant parties
- Assist with ongoing financial administration, including expenditure tracking
- Coordinate with external consultants to design and produce promotional and support materials for the program
- Work with partners to coordinate events to celebrate the achievements of our program participants, including confirming location and audio visual requirements, preparing and issuing invitations to stakeholders, confirming attendance, coordinating translation, writing speaking notes, and developing PowerPoint presentations
- Assist with the delivery of training programs for new staff hired to deliver programs as appropriate
- Provide support during program delivery through instruction, supervision and coordination of activities
- Prepare educational environment (i.e. field area, classroom, exploration site, campsite) for educational programs, including set up and tear down, organizing supplies and health and safety equipment
- Record and maintain attendance, input course evaluations and manage program feedback
- Supervise participants in classrooms, halls, outdoor learning environments and gymnasiums
- Exercise professionalism at all times, especially while working in unique environments including bush camps and Aboriginal communities
- Maintain program website pages and social media
- Organize and edit program photos, coordinate with partners to secure media release waivers
- Utilize excellent oral, written and non-verbal communication skills
- Undertake additional program and administration duties as assigned

Essential Qualifications:

- Have obtained or be in the process of obtaining a post-secondary degree or diploma in Earth science, physical geography, mining engineering or science
- Experience facilitating or coordinating outdoor education programs or experience in camp settings
- Must be a **minimum of 21 years of age** by April 28, 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 **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:

- Possession of a teaching certificate or degree in teacher education is an asset
- Prior experience working with First Nation, Inuit or Métis individuals/communities or knowledge/familiarity with Aboriginal issues in Canada/Ontario are an asset
- Adaptable, self-motivated, responsible, enthusiastic and creative
- Amenable to being outdoors in a camp setting in the far north including dealing with extreme environmental conditions i.e. weather, insects
- 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