

MineralsEd Job Posting: Education Program Coordinator

MineralsEd is an educational organization operating in British Columbia that is dedicated to encouraging and supporting Earth science, mineral resources and mining education in school.

Established in 1991 as a teacher-industry partnership program, our main roles are to support teachers in their development of classroom materials related to minerals, mining and geoscience, and to deliver workshops, field trips and other mineral-relevant learning opportunities for teachers and students. Our goals are to foster a well-informed public through school education based on accurate and balanced minerals information, and to stimulate young peoples' interest in minerals industry careers. MineralsEd is a non-partisan, charitable organization.

MineralsEd

- delivers workshops and resources for teachers
- delivers mineral-relevant field trips for teachers
- delivers educational programs for students and teachers at industry conferences and public outreach events
- liaises between schools and industry for high school work experience placements
- participates in high school career fairs
- develops and distributes a biannual teachers' newsletter and monthly email news updates
- maintains an educational Web site (www.MineralsEd.ca)
- engages with audiences via social media (Facebook and Twitter).

All aspects of the program are managed by the Director who, along with the Coordinator, works with a team of partner-teachers that are seconded as needed to develop new materials and deliver various initiatives province-wide.

Location: The MineralsEd office is located at 900-808 West Hastings Street in downtown Vancouver.

Salary and Benefits: Starting at \$24.00-26.00/hour, depending on qualifications and previous experience. MSP premiums and Manulife Health Insurance are provided. Wage increases are offered with experience.

Education Program Coordinator is a full time position. The Coordinator works closely with and in support of the Director in all aspects of MineralsEd. During the school year this involves providing programs directly in support of teachers and students. The work involves occasional travel, including short trips out of town. Summer months are devoted to assembling teaching kits for workshops in the upcoming school year and to developing new resources.

Coordinator Responsibilities

- Coordinating educational **workshops** for teachers, including establishing communications with workshop hosts, making all required shipping and travel arrangements, assembling kit materials, and maintaining a database of participants.
- Maintaining the **inventory** of educational materials (posters, maps, binders, rocks and minerals, DVDs etc.) in storage, including keeping accurate inventory records and reordering from suppliers.

- Monitoring, maintaining and updating the **Web site** (MineralsEd.ca) and managing social media pages.
- Working with the Director in **coordinating** and **participating** in MineralsEd's educational programs for students and teachers that are delivered in partnership with other organizations including AME BC's Mineral Exploration Roundup, the BC Mining Week Community Fair, Modern Mining in the Classroom speaker program (CMP), Science World outreach, Mining for Society (CIM), and others.
- Fielding **calls** and responding to requests for information from school districts, teachers, students and the general public.
- Processing **orders** for MineralsEd educational materials, including packaging, invoicing and shipping orders via Canada Post.
- Working with the Director in the **updating** of existing educational materials, the development of new teaching resources, and the production of the newsletter for teachers.

Qualifications:

- **This position requires a dynamic individual who is flexible, adaptive and is looking for hands-on work with a busy educational organization requiring a variety of skill sets on a day to day basis.**
- Interest and enthusiasm in working with teachers and students in outreach education.
- Excellent verbal and written communication skills in English.
- Excellent computer skills.
 - Proficiency in MS Office word processing, database and spreadsheet software
 - Proficiency with desktop publishing software (Adobe applications: Indesign, Illustrator, Photoshop)
 - Working knowledge of web site Content Management System software
 - Working knowledge of Mailchimp or similar email software
 - Working knowledge of Facebook and Twitter.
- Bachelor's degree or diploma in **Communications, Earth Science/Geology, Geography (physical), Environmental Studies, or Mining**. Previous related work experience in outreach education is beneficial.
- A valid BC driver's license and clean driving history.
- Ability to occasionally work extended hours, including weekends, and to travel in BC outside of the Lower Mainland.

Applicants are asked to please submit their resumé, along with three references, by email to:

Sheila R. Stenzel, Director
MineralsEd
900-808 W. Hastings St.
Vancouver, BC V6C 2X4
Stenzel@mineralsed.ca

Application Deadline: the position will continue to be advertised until it is filled.

Thank-you for your interest in this position. Only those applicants who will be interviewed will be contacted.