



1100 Chestnut Street Vancouver British Columbia V6J 3J9

**Position:** Indigenous Programs Coordinator  
**Department:** Learning Services  
**Reports To:** Director of Learning  
**Salary:** Full-time position, \$24.79 per hour, plus benefits package  
*\*Position is included in the 2022 Federal Work-Sharing Program: current reduced schedule of work is 3 days per week.*  
This position falls under the jurisdiction of CUPE Local 15

**Posting Date:** Monday January 17, 2022

**Closing Date:** Monday February 7, 2022

The H.R. MacMillan Space Centre is committed to developing long term, trusted and respectful relationships with Indigenous Nations. Located on the traditional, ancestral and unceded territory of the Sk̓wx̓wú7mesh (Squamish) and x̓w̓məθkʷəy̓əm (Musqueam) and sel̓ilw̓itulh (Tseil-Waututh) Nations, the Centre acknowledges the unique history and connection of the Sk̓wx̓wú7mesh (Squamish) and x̓w̓məθkʷəy̓əm (Musqueam) and sel̓ilw̓itulh (Tseil-Waututh) First Nations to the land.

We acknowledge the spirit and intent of the United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada: Calls to Action and recognize our role and responsibility in reconciliation.

The Indigenous Programs Coordinator position plays a critical role in achieving the Space Centre's commitments to long term, trusted and Indigenous relationships, and the ongoing development and delivery of Indigenous programs.

### **Nature of Position**

Learning is an important aspect of the H.R. MacMillan Space Centre mandate. Visitors of all ages are engaged with a sense of wonder about the universe, our planet and space exploration. The H.R. MacMillan Space Centre is seeking a dynamic individual to assist with the development, implementation, coordination and evaluation of interpretive programming from an indigenous perspective to a variety of audiences at the Space Centre and off-site, both locally and province-wide.

### **Major Duties and Responsibilities**

Our programs coordinator role is key to support working relationships and opportunities to collaborate with Indigenous Nations. This role trains, schedules and supervises the work of a moderate-sized group of interpretive staff and volunteers; researches and develops school and public program content and related materials; oversees the day-to-day delivery of programs in multimedia theatres, exhibition and programming spaces.

The position works independently with autonomy within the parameters of established policies and procedures to meet program goals.

- ❖ Builds and maintains relationships with Indigenous Nations using a comprehensive understanding of the Truth and Reconciliation Commission's 94 Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

- ❖ Develops, plans, coordinates, evaluates and implements a variety of educational Earth and space science education programs, materials and activities within established guidelines.
- ❖ Trains, schedules, supervises, and evaluates the work of staff and volunteers engaged in interpretive activities.
- ❖ Able to assess the current state of interpretive school and public programs including revising content to keep relevant while ensuring alignment with Space Centre standards and mission.
- ❖ Manages and oversees day-to-day delivery of programs in multi-media theatres, exhibition and programming spaces and develops and implements relevant policies and procedures.
- ❖ May be required to research, develop and present programs using a variety of media.

### **Experience and Qualifications**

- ❖ University graduation with a degree in education, science education, astronomy and/or science or an equivalent combination of education and experience.
- ❖ Minimum of two (2) years of program coordination and event planning, or related experience.
- ❖ Minimum of one (1) year of supervisory experience in managing staff and volunteers for a diverse work environment.
- ❖ Has a passion for working with people as an energetic and enthusiastic team player.
- ❖ Experience working with Indigenous communities/organizations and experience with Indigenous Nation relationship building.
- ❖ Ability to work cross-culturally, across the range of First Nations communities.
- ❖ Understanding of appropriate protocol with Indigenous communities and organizations.
- ❖ Ability to work effectively and respectfully with Indigenous youth, Elders and community members.
- ❖ Possesses good working knowledge of the Space Centre's school and public programs and objectives.
- ❖ Excellent communicator and public speaker (oral and written) for a variety of audiences.
- ❖ Effective relationship builder to establish and maintain strong partnerships with a variety of internal and external contacts. Background in astronomy, space science, science education, and sustainability education is an asset.
- ❖ Strong understanding of security and safety protocols for program administration.
- ❖ Skilled in the use of equipment and software related to the work.
- ❖ Driver's License for the Province of British Columbia.

Applications are invited until **5:00 pm on Monday February 7, 2022**. Please submit your resume and cover letter to Human Resources via email: [careers@spacecentre.ca](mailto:careers@spacecentre.ca)