



GULF OF GEORGIA CANNERY NATIONAL HISTORIC SITE

Education Programs Assistant

The Gulf of Georgia Cannery, built in 1894 in the village of Steveston, is a living monument to the individuals involved in Canada's West Coast fishing industry. It is now a Parks Canada national historic site operated by the Gulf of Georgia Cannery Society, an independent, non-profit society and registered charity.

We are seeking outgoing individuals to join our education team, dedicated to providing an exemplary educational experience while presenting the site and its history to our school communities.

Reporting to the Education Programs Coordinator, and working with the Audience Engagement Manager, responsibilities include:

- Assist with program booking process, including post visit outreach to teachers.
- Work with the Education Programs Coordinator to update, revision and create both onsite and virtual educational programming for multiple grades.
- Assist in delivering educational programs, including virtual programs.
- Create content and update relevant educational materials for the Societies website.
- Create outreach materials for school boards, including virtual outreach.
- Plan and execute FAQ video to assist teachers and other groups when attending a program at the Cannery
- Assist with the planning and creation of physical program materials

Qualifications:

- Student enrolled in at least one accredited course in 2022 Winter/Spring semester, with intention to return as a student beginning in 2022 Fall semester.
- Fluency in English is required; fluency in French an asset.
- Previous experience working with children an asset.
- Ability to work independently and to multi-task.
- Ability to work as an effective team member.
- Government Security Screening is required.
- Comfortable with computers and basic technological literacy.
- Excellent communication skills.
- Working knowledge of Microsoft Suite (Word, Excel, PowerPoint).

This is a temporary, onsite, part-time position. Must be available to work weekdays. Position is dependent on grant funding.

Starting wage is \$17.00 per hour, for 17 weeks (March to June 2022)

Please forward your resume and cover letter to:

Krystal Newcombe, Manager of Audience Engagement
Gulf of Georgia Cannery Society
12138 Fourth Avenue, Richmond, BC V7E 3J1
Krystal.newcombe@gogcannery.org

Deadline to apply: February 18th, 2022

If you are interested in working with us, but see something in this posting that excludes you, please reach out to us. We are committed to decolonizing our practices and creating an inclusive working environment that accommodates all backgrounds and abilities. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, and identification as an Indigenous person.

Only those candidates chosen for an interview will be contacted. No phone calls please.

For more information about the site, please visit: www.gulfofgeorgiacannery.org