

Program Coordinator

The [Fraser River Discovery Centre](#) (FRDC) in New Westminster, BC is an interpretive centre and not-for-profit organization. Our mission is to bring together the many voices of the Fraser to discover, celebrate, and inspire passionate stewards of the River through exhibits, education programs, and public programs. We are seeking an enthusiastic individual to join our small, dynamic team of staff and volunteers.

SUMMARY

Reporting to the Education Programs Manager, the Program Coordinator is responsible for developing and delivering a new program, *River Champions* to students in grades 6 to 12. During the school year, the Program Coordinator will deliver school and public programming throughout the Fraser River Basin in-person or online, manage bookings, and adjust programs in response to formative feedback. Visit <https://tinyurl.com/RCdescription> for the full program description.

This position is well suited for someone who is passionate about science communication and environmental education, has a strong sense of initiative, and enjoys travel.

Candidates will be screened based on interest in the fields of education, STEM, museum studies and/or public programming; interest in informal education and science communication; and relevance to future career. Candidates will not be screened solely on previous experience.

The Fraser River Discovery Centre hires on the basis of merit and is strongly committed to equity and diversity within its community. The FRDC encourages applications from women, visible minority group members, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

RESPONSIBILITIES

- Develop and deliver *River Champions* program with support from volunteers, Education Programs Manager, and other FRDC staff.
- Work with learners and teachers of grade 6 to 12 in BC.
- Develop and maintain collaborative relationships with external partners including knowledge holders, scientists, educators, and other Canadian Association of Science Centres members.
- Conduct formative evaluation of the *River Champions* program with support from other staff.

QUALIFICATIONS

Required

- Experience working with school-age youth.
- Expressed interest in the fields of education, STEM, museum studies and/or public programming, or other relevant fields.
- Expressed interest in science communication and informal education.
- Confidence with time management, organization, and problem solving.
- Experience working effectively as a part of a team and independently.
- Experience in, or willingness to learn, new educational techniques and methodologies.
- Demonstrated skills in customer service and interacting with a range of audiences (schoolchildren, families, seniors, etc.).
- Demonstrated interpersonal and English verbal and written communication skills for a range of audiences.
- Confident presentation and public speaking skills.
- General computer literacy and the ability to learn new skills, including but not limited to: Microsoft Office Suite, Google programs, web-based software (Canva, Jotform, Lightspeed), computer programming.

Desired

- Completion of post-secondary degree or diploma in a related subject.
- Experience with accounts receivable and generating invoices.
- Valid Class 5 Driver's License (or equivalent).
- Experience working with volunteers.

RATE: \$19.50/hour plus 10% in lieu of benefits

HOURS: 37.5 hours per week, temporary full-time from May 2022 to October 2024, with possibility of extension.

APPLICATION DEADLINE: April 18, 2022

To apply, please email résumé and covering letter with the subject line "Program Coordinator" to:

Karen Lee, Director of Operations

hr@fraserriverdiscovery.org