



## Job Posting

### Education Programs Coordinator

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the individuals involved in BC's fishing industry. The National Historic Site is operated by the Gulf of Georgia Cannery Society, a non-profit society. Working in partnership with Parks Canada, the Society preserves the history of the BC fishing industry and presents it in an engaging and relevant way.

Under the supervision of the Curatorial Program Manager, the Education Programs Coordinator is responsible for the development and delivery of high-quality educational programming for children and adults.

#### Responsibilities:

- Oversee the booking and delivery of all education programs.
- Under guidance of the Curatorial Program Manager, accountable for all aspects of the Society's education program development and delivery, including but not limited to:
  - Develop, maintain, and review education programs for school groups, preschool classes, and out-of-school groups.
  - Assist in the evaluation and update of current programs with a focus on decolonization and reconciliation efforts, in line with the Society's Strategic Plan.
  - Assist with educational components of exhibit and public program development on an as-needed basis.
  - Oversee Education Program Lead training, including the development of training materials, for education programs.
  - Deliver education programs and tours in English and preferably also in French as needed.
  - Prepare and manage the education program budget.
  - Ensure that education programming is available in both official languages.
- Collaborate with the Curatorial Program Manager and the Visitor Services team to:
  - Provide feedback and recognition of interpretive staff when requested.
  - Coordinate scheduling of personnel to deliver education programs.
  - Assist with staff communication around educational programs and bookings.
  - Coordinate education program volunteers.
  - Assist in museum interpretive duties as needed on an emerging basis.
- Collaborate with the Marketing & Communications Coordinator on social media content, including the development and distribution of promotional materials to schools and group organizations.
- Develop and maintain positive working relationships with schools, teachers, and diverse local communities as related to education programs and delivery.
- Assist in enhancing the Cannery's relationship with the local French language community.
- Assist in the expansion of relationships and outreach opportunities with Indigenous groups.
- Coordinate the Cannery's presence at outreach events promoting education programs.
- Assist with fund development to support educational programming, including seeking sponsorships and applying for grants.
- Other administrative and reporting duties as required.

**Qualities:**

- You are passionate about delivering quality educational programming, with a particular focus on decolonized and sustainability-focused content.
- You have outstanding relationship building and communication skills.
- You analyze participant feedback and can articulate strategic recommendations.
- You efficiently multi-task and effectively solve problems.
- You have exceptional time management skills.
- You are highly adaptable and can make quick, intelligent decisions.
- You can work independently and possess an entrepreneurial mindset.
- You work effectively in cross-functional teams as both a leader and a participant.
- You act with uncompromising honesty, integrity, and ethics.
- You energize others – lead by example, recognize contributions and celebrate accomplishments.
- You search for opportunities and are willing to experiment and take calculated risks.
- You value reconciliation, diversity, and inclusion and prioritize these values in how you communicate and interact with internal and external stakeholders.

**Skills:**

- Bachelor's degree and 2 years' experience developing and leading education programs for youth and/or adults, or an equivalent combination of education and work experience.
- Familiarity with the BC Ministry of Education curriculum.
- Experience in customer service.
- Experience working with volunteers and staff of all ages.
- Proven success record in leadership and managing people.
- Well versed in Microsoft Office Programs with a high degree of technological literacy.
- Fluency in English with excellent writing skills is required; fluency in French is highly preferred.

Security Screening is required.

**Hours:** 37.5 hours/week Monday-Friday regularly with some evening and weekends required

**Compensation:**

- Salary range is \$45,000-\$48,000.
- Comprehensive benefits package with RRSP matching contribution.
- Ongoing professional and personal development.

Please send resume and cover letter to Tatyana Beck, Curatorial Program Manager at [tatyana.beck@gogcannery.org](mailto:tatyana.beck@gogcannery.org) by October 15<sup>th</sup>, 2023.

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 candidates chosen to continue in the hiring process will be contacted. No phone calls please.