



JOB POSTING

External - CUPE Local 1050

Position: Education & Outreach Coordinator, Quesnel Museum - Summer Student position	Status: Full-Time (Term 16 Weeks)**
Posting Date: March 13, 2026	Application Deadline: April 10, 2026 by 4pm
Competition number: 26-13	Wage: \$22.55 (plus \$1.20 in lieu of benefits)
How to apply: Please send your resume, outlining your qualifications to: Human Resources Advisor Email: hr@quesnel.ca (Word or pdf document only please) Or apply online at www.quesnel.ca	

The City of Quesnel is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The City of Quesnel wishes to fill a student position for an Outreach Coordinator at the Quesnel & District Museum & Archives. Reporting to the Museum & Heritage Manager, the Outreach Assistant will help with daily operations, including visitor reception and gift shop sales, education and outreach programs and social media.

Please refer to Job Description for additional information

JOB DESCRIPTION – EDUCATION & OUTREACH CO-ORDINATOR

The City of Quesnel wishes to fill a student position for an Outreach Coordinator at the Quesnel & District Museum & Archives. Reporting to the Museum & Heritage Manager, the Outreach Assistant will help with daily operations, including visitor reception and gift shop sales, security and maintenance. Additional tasks include:

- Assist with booked education programs
- Plan and implement outreach activities for community events
- Develop one afternoon or evening program designed to appeal to the teen/young adult demographic
- Monitor Social Media and develop video content and postings for Instagram and Facebook
- Prepare scavenger hunts and hands-on activities for museum exhibits

The Quesnel & District Museum & Archives is a respected community organization known for its outstanding collection, engaging exhibits and high-quality programs and services. You will be joining a team of two permanent staff, two summer students and dedicated volunteers who help preserve the history of the North Cariboo and promote an appreciation of the region's heritage. The museum is open 7 days a week and all staff work some weekends. The position is suitable for a student with an interest in teaching, marketing or media studies.

Duration of work: May 12 to August 29, 2026 **

Hours/week: 37.5 Hours per week

REQUIRED QUALIFICATIONS

Education and Experience:

Applicants must be:

- A Canadian citizen or legally entitled to work in Canada.
- Willing to commit to the full employment period, with no other significant work commitments (more than 30 hours per week)
- 16-30 years of age, registered in, and returning to, full time education
- Approved as an eligible candidate by the Young Canada Works Program



The ideal candidate:

- Enjoys meeting people & provides excellent customer service
- Has experience advertising through social media
- Has experience working with children - an awareness of the stages of learning development is an asset.
- Has superior written and spoken English language skills
- Is knowledgeable and interested in regional and British Columbia history
- Possess excellent organizational and computer skills
- Is self-motivated and able to work independently

Testing and interviews will be required.

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*** This position is subject to grant funding and the period of employment could be adjusted slightly to reflect funding and student schedules.*