

Job Posting: Education & Outreach Program Coordinator

Organization: Sault Ste. Marie & 49th Field Regiment RCA Historical Society

Job Type: Seasonal Summer Contract

Language Requirements: English

Location: Sault Ste. Marie, Ontario

Application Deadline: May 27th, 2024, by 5:00pm

Job Start Date: June 17th, 2024

Salary: \$16.55/ hour

Duration: 8 weeks at 35 hours a week

Description:

This position will work with the Outreach and Programming Coordinator and Executive Director/Chief Curator to prepare, deliver, and execute programming both virtually and in person at the Museum. This position will be significant in expanding and ensuring community outreach and programming remains relevant and accessible. These programs will benefit children, youth, adults, and seniors from varying community groups and partners such as: Batchewana First Nation, Garden River First Nation, students from local School Boards, and various non-profit and community groups. The focus of this position will be to work on growing the Museum's community presence by promoting and diversifying the current reach of the organization and to attract and better engage with groups outside the Museum's current developed partnerships. This position will also work alongside the Outreach and Programming Coordinator to create and develop new programming initiatives. There will also be the ability to develop marketing and social media materials for the Outreach Department, with assistance from the Design Associate, Design and Engagement Lead, and the Outreach and Programming Coordinator. This position will contribute to the Museum's Cultural development to be able to better provide curriculum based and customized programming about the vast Culture and Heritage of Sault Ste. Marie.

Other duties include but are not limited to day-to-day operation of the Museum, opening and closing, interacting with visitors, and ensuring all information is presented in a friendly, positive, and accurate manner.

Qualifications:

Eligible candidates must be between 15 and 30 years of age at the start of the employment, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Post-secondary education and or/experience in the following fields is desirable: Museum Studies, Community Services, History, Public History, and Education, and any related fields of study.

We thank all applicants in advance for your interest. Only those selected for an interview will be contacted. No calls or visits Please. The Sault Ste Marie Museum is an equal opportunity employer and encourages applications from qualified applicants regardless of race, religion, sex, sexual orientation, gender identity, Aboriginal status, nationality, age, or any other factors. Disability-related accommodations during the application process will also be available upon request

Please include in your covering letter how you meet the Summer Canada Jobs Eligibility Requirements. Applications are due by May 27th, 2024, by 5:00pm. Please send a resume and cover letter in an email to William Hollingshead, Executive Director & Chief Curator of the Sault Ste Marie Museum at info@saultmuseum.ca.