

Education Coordinator

The Fraser River Discovery Centre (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization that presents stories of the living, working Fraser River and their contributions to the life, history, and future of British Columbia, through exhibits, education programs, and special events. The Centre is currently seeking a permanent, full-time **Education Programs Coordinator** to join our small, dynamic team of staff, contractors, and volunteers.

SUMMARY

Reporting to the Director of Operations, the Education Coordinator is responsible for overseeing the Education Department at the FRDC, including the development, delivery, and evaluation of school programs, drop-in programs, group tours, birthday parties, and acting as Volunteer Coordinator.

RESPONSIBILITIES

- Administration and management of the Education Department, including:
 - recruiting, training, and supervising the education assistant, seasonal summer staff, and interns;
 - managing departmental budget and expenditures;
 - generating monthly and annual reports;
 - creating and maintaining relationships with external community partners; and
 - participating in strategic and annual planning.
- Oversee the development, delivery, and evaluation of educational programs for schools, children and adult groups, outreach activities, birthday parties, and programs for the general public.
- Responsible for the recruitment, training, and management of the FRDC's volunteer team.
- Acquire and maintain objects and images for the Education Department's teaching collection.
- Present workshops and tours for partner organizations and educators.

REQUIRED QUALIFICATIONS

- Undergraduate degree or higher in a relevant discipline (e.g. Museum Studies, History, Education, Geography, Biology, Environmental Science, Indigenous Studies, Archaeology, Anthropology).
- 1 to 2 years' experience working in an informal education setting.
- 1 to 2 years' experience managing staff, volunteers and/or overseeing a department.
- Strong understanding of the BC Curriculum and the practical needs of teachers and schools.
- Experience developing and delivering educational programming for school children and adults.
- Experience with science communication.
- Proven excellence in oral and written communication for a diverse range of audiences.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and applications such as Facebook, Twitter, and WordPress, Adobe Suite an asset.
- Excellent interpersonal skills and ability to work independently and as part of a team.
- Comfortable with networking and maintaining effective relationships with a variety of internal and external partners, community members, and stakeholders.
- Strong organizational and time management skills; ability to work on many projects at one time.
- Experience working with ESL and/or special needs learners desirable.
- Valid Class 5 Driver's License (or equivalent) and access to a vehicle desirable.

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.

RATE: \$20 to \$23 per hour plus benefits.

HOURS: 37.5 hours per week; 8:30 to 4:30 Tuesday to Saturday. Occasional weekends, holidays and/or evening shifts.

APPLICATION DEADLINE: October 3rd, 2022.

To apply, please email résumé and covering letter using the subject line "Education Coordinator" to:
Karen Lee, Director of Operations
hr@fraserriverdiscovery.org