

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 full-time **Education Coordinator (permanent)** to join our small, dynamic team of staff, contractors, and volunteers.

SUMMARY

The Education Coordinator reports to the Executive Director and is responsible for overseeing the Education Department at the Fraser River Discovery Centre, including the development and delivery of school programs, drop-in programs, group tours, birthday parties, and acting as Volunteer Coordinator.

RESPONSIBILITIES

- Oversee the development, delivery, and evaluation of educational programs for schools, children and adult groups, outreach activities, special events, and the general public.
- Responsible for administration and management of the Education Department, including: training and managing support staff and interns; generating monthly and annual reports; managing departmental expenditures and budget; creating and maintaining relationships with external community partners; writing grants; and participating in annual planning.
- Responsible for the recruitment, training, and management of the FRDC's large volunteer team.
- Acquire and maintain objects and images for the Education Department's teaching collection.
- Attend and present workshops periodically at industry meetings and conferences around the Lower Mainland.

ESSENTIAL AND DESIRABLE QUALIFICATIONS

- Undergraduate degree or higher in a relevant discipline (e.g. Museum Studies, History, Education, Geography, Biology, Environmental Science, Indigenous Studies, Archaeology, Anthropology).
- Considerable experience working in an educational, museum, or non-profit setting.
- Experience line managing staff and/or overseeing a department.
- Strong understanding of the new BC Curriculum and the practical needs of teachers and schools.
- Experience developing and delivering educational programming for adult groups, schoolchildren, experience managing and working with volunteers.
- Experience in successful grant writing.
- Proven excellence in oral and written communication for a diverse range of audiences.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and internet applications such as Facebook, Twitter, and WordPress.
- 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.
- Fluency in a second language desirable.
- Experience working with ESL and/or special needs learners desirable.
- Valid Class 5 Driver's License (or equivalent) and access to a vehicle desirable.

Hours: Full-time, 37.5 hrs/week, usually Tuesday to Saturday 8:30 am– 4:30pm with occasional evening work

Rate: \$18.79/hour plus benefits (after probation period)

Application deadline: May 13, 2016 at 4pm PDT

To apply, please e-mail or fax resume and cover letter in confidence to:

Stephen Bruyneel, Interim Executive Director

Fraser River Discovery Centre, 788 Quayside Drive, New Westminster B.C., V3M 6Z6

E-mail: sbruyneel@fraserriverdiscovery.org

Fax: 604 521 9401

We thank all applicants for their interest; however only those selected for an interview will be contacted.