

Rainy River First Nations Historical Centre – Job Posting

EDUCATION PROGRAMMING COORDINATOR



Full-Time, Permanent

Reporting to the Historical Centre Museum Director, the Education Programming Coordinator is responsible for overseeing the organization and implementation of educational programming workshops, school group bookings, large group bookings and other programming related tasks.

PRIMARY ACCOUNTABILITIES

- Coordinating the purchase of all supplies needed for workshops.
- Overseeing and coordinating registrations and necessary stand scheduling.
- Instructing workshop and overseeing and/or assisting guest instructors.
- Communicating, organizing and facilitating travel arrangements with guest instructors.
- Completing administrative and analytical duties as required.
- Providing progress reports and/or delivering presentations as requested.
- Monitoring and maintaining safe work areas.

POSITION REQUIREMENTS

- Diploma in museum studies, education, social work or other relevant fields. Combination of education and experience may be considered.
- 1 year experience providing public programming.
- 1 year experience working with children and families.
- Experience developing Indigenous based programming.
- Experience with project management and public speaking is an asset.
- Must be willing and able to learn new skills in short time periods.
- Familiarity with Anishinaabe culture and history of northwestern Nation is an asset.
- Experience with developing Indigenous land-based programming and education is an asset.
- Detail-oriented and ability to accurately revert information.
- Demonstrated ability to work with minimal supervision and function as part of a team.
- Strong computer skills including proficient with Microsoft Office programs.
- Must have and maintain a valid driver's license and vehicle access or reliable means to transportation to and from work location.
- Criminal record check and vulnerable sector screening.
- Adherence to Rainy River First Nations' drug testing policy.

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@manitourapids.ca. Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

