



**Job Title:** Education and Public Programs Coordinator

**Job Type:** Part time/ Full time (9 months - 1 year, maternity leave)

**Language Required:** English; French is considered an asset

**Location:** Kingsville, ON

**Application Deadline:** 18-03-2019

**Job Start Date:** 15-04-2019

**Email:** [recruitment@jackminer.com](mailto:recruitment@jackminer.com)

**Website:** [www.jackminer.com](http://www.jackminer.com)

**Salary:** \$20/hr.

**Job Description:**

The Jack Miner Migratory Bird Foundation and Sanctuary is seeking applicants to fill a maternity leave for the position of Education and Public Programs Coordinator. This enthusiastic, self-starter will assist the Executive Director and Staff at the Sanctuary and in doing so, will also work cooperatively to:

- Research, develop and deliver a variety of interpretive programs to the public and curriculum based educational programs that reflect the natural, cultural and historical themes of the Jack Miner Migratory Bird Sanctuary;
- Conduct age and ability-based tour, and create new programs based on needs/interests of specific groups;
- Recruit, train and supervise summer staff and volunteers;
- Administrative duties including but not exclusive to grant submissions, fundraising, banding reports, day-to-day operations etc.;
- Marketing and promotion, including social media (Facebook, Instagram, Twitter), print materials, and updating website information;
- Catalogue artifacts and archival material; and ensure summer staff and volunteers are trained in archival and catalogue procedures;
- Provide visitor information and orientation;
- Assist with the coordination of special events and programs independently or in partnership with other staff, volunteers, public or private organizations. These special events include but are not limited to: Migration Festival, Jack Miner's Country Christmas, and National Wildlife Week.

**Qualifications:**

- Applicants must have post-secondary education, possess a basic knowledge of natural and/or cultural history, have experience working with the public, hold excellent communications skills, have the ability to follow oral and written instructions, and the ability to work in independently or in a team setting.
- Applicants must have at least two years of full-time, or equivalent part-time experience in interpretation, recreational cultural/natural programming or environmental education

- Valid Driver's licence and a reliable vehicle
- Bilingualism is not a requirement but is considered an asset
- CPR, First Aid, WHIMIS training
- This is a full time temporary position (35 hours/ week, weekdays, weekends, and holiday hours required)

**About us:**

Jack Miner became the founder of the Migratory Waterfowl Refuge System by establishing the Jack Miner Migratory Bird Sanctuary in 1904. Five years later he pioneered the banding of migrating waterfowl; the recovery data was instrumental in the establishment of the Migratory Bird Treaty of 1916 between the United States of America and Canada as no government banding programs had been in existence at that time.

The Jack Miner Migratory Bird Foundation is an equal opportunity employer and we thank all applicants for their interest; however, only those selected for an interview will be contacted.

In order to be considered for an interview, please ensure the documents listed below are included in your **online application** to [recruitment@jackminer.com](mailto:recruitment@jackminer.com)

- Resume & Cover Letter
- 3 References: coworker, supervisor and one other
- Other applicable training certificates

No phone calls please.