

# Job Posting

Position: Program Coordinator

Deadline: Sunday 24 April, 2022



The Marine Museum of the Great Lakes at Kingston seeks an **Indigenous Program Coordinator** with excellent research and communication skills to research, develop and deliver a pilot program for an on-the-water Indigenous-environmental experiential paddle tour. Funded by the Community Foundation for Kingston and the Area, this program will offer an opportunity for public groups to connect culturally through a shared interest and commitment to the environment, encouraging participants to adopt a two-eyed way of seeing. The Program Coordinator will join a friendly, creative and dynamic team of maritime heritage enthusiasts while developing program development, communication and research skills.

The language of work is English, French is a benefit and regional Indigenous language abilities are considered a great asset. This position is for up to 30 hours per week for a minimum of 10 weeks at \$20/hour starting 2 May 2022 and offers the potential for extension on a contractual basis.

## Key areas of responsibility:

- The Indigenous Program Coordinator will work closely with the Programs and Communications Manager in the coordination of this project to ensure objectives are met.
- Research and develop a 2-3 hour on-the-water guided paddle tour focused on interpretation through two-eyed seeing.
- Deliver pilot tours to youth, community groups and members of the public while modifying the delivery as necessary to improve the program for different demographic groups.
- Assist the Programs and Communication Manager with marketing and communication tasks related to the project.
- Other responsibilities include administrative tasks relating to tour bookings, program evaluation and equipment maintenance

## Preferred Qualifications and Skills:

- Must identify as a First Nation, Inuit or Métis
- Paddle Canada Certified Waterfront Canoe Instructor or equivalent – or ability and willingness to complete certification. First Aid, Boat Safety and/or Bronze Medallion/Cross certifications an asset.
- Must have education or experience in developing and delivering tours and/or educational programs.
- Knowledge of Indigenous history and culture (including two-eyed seeing) and environmental science or history is an asset.
- Experience undertaking cultural and/or environmental research.
- Experience delivering on-the-water programs is an asset.
- Must have excellent customer service and communication skills with youth and adults.
- Ability to work independently or with a small team in a public environment.
- Motivated, adaptable worker with an open mind and a positive attitude.

To apply, please email a cover letter and resume to Michelle Clarabut at [education@marmuseum.ca](mailto:education@marmuseum.ca). We thank all applicants for their interest, however, only those selected for an interview will be contacted. **Deadline for applications is Thursday 5 May 2022, interviews will take place shortly after.**