

JOB TITLE: Bilingual PROGRAM ASSISTANT

Supervisor: Program Coordinator or their designate

Date revised: January 2019

Classification: Seasonal, term position

JOB SUMMARY

This position involves working with adult learners, seniors and youth. The Bilingual PROGRAM ASSISTANT works with the PROGRAM COORDINATOR/ EXECUTIVE DIRECTOR to deliver general education and youth programming.

JOB DUTIES AND RESPONSIBILITIES

1. Programming in both official languages (English and Intermediate French)
 - a) Assisting with delivery and evaluation of adult non-credit educational programs
 - b) Preparation of program folders and information materials
 - c) Assisting with the delivery and evaluation of youth education programs (school/ youth groups, summer recreation programs, special events)
 - d) Assisting with the arrival and departure of educational clients and the handling of luggage
 - e) Conducting safety briefings, facility orientation tours, indoor activities and outdoor walks
 - f) Working with course instructors and local presenters to ensure that classrooms are set up per their specifications (setting up tables, chairs and required equipment)
 - g) Assisting with the delivery of programming (accompanying groups into town or on land/ water excursions, directing guests to lectures and events at set times)
 - h) Assisting with the set-up, delivery and clean-up of "Traditional Foods Night" (closing celebration evening for Learning Vacation groups)
 - i) Overnight staff duties approximately 1-2 nights per week during active programming.
 - j) Managing the general email account cpsc@churchillscience.ca
 - k) Supporting filing of paperwork for incoming guests/ groups

2. Social Media and Blog Posts
 - a) Represent CNSC on all their social media platforms (ie, Instagram, Facebook, Twitter)
 - b) Proactively communicate with our audience, responding to comments in a timely manner
 - c) Create or facilitate blog posts

3. Other Duties
 - a) Front desk work station supporting walk-up guest inquiries
 - b) Answering phone
 - c) Assisting in the gift shop
 - d) Helping with Kitchen clean up or light housekeeping when required
 - e) Other duties as required or assigned by the Program Coordinator or his/her designate

JOB REQUIREMENTS

The PROGRAM ASSISTANT must be:

- a) a team player willing to work periodic long hours, on flexible schedules, for the betterment of the Centre
- b) in good physical condition and prepared to spend several hours a week in demanding physical environments characterized by wide temperature swings, long hours of sunlight, insect pests, and the threat of polar bears
- c) comfortable with last minute scheduling changes and weather related delays
- d) comfortable communicating to, and working with, large groups in both official languages
- e) capable of absorbing large amounts of natural history information in a short period
- f) willing to undergo a criminal background check for work with children

MINIMUM QUALIFICATIONS

1. At least one year in a university or college program focusing on one or more of the following: education, outdoor recreation, parks and tourism, or natural history (i.e. biology, wildlife management, geography, environmental studies)
2. Superior verbal communication skills
3. Outdoor experience and the ability to work effectively with large groups
4. Experience with computers and common software packages (word processors, spreadsheets)
5. Experience in specimen identification (plants, vertebrates, or invertebrates), valid driver's license, first aid certificate and a valid Firearms Possession and Acquisition Certificate is an asset

Bilingual Program Assistant

[Young Canada Works]

**\$16.64/hr [Base rate: \$14.29/hr + \$2.35/hr wage increase]
(plus 4% vacation pay, housing subsidy & travel to/from Churchill)**

The Bilingual Program Assistant helps with delivery of educational programs for school, youth, and public groups and visitors in both official languages (French and English.)

The ideal candidate will have one or two years of post-secondary education towards a degree or diploma in outdoor education, recreation, business, tourism, geography, or similar field. A positive, hands-on attitude, excellent communication skills in both official languages, and the ability to work effectively with both small and large groups are essential. Experience with common computer software programs is also required.

The successful candidate must also have a Driver's License and submit a criminal background check. This full-time contract up to 14 weeks (starting Sept. 10th). The position is associated with Young Canada Works (YCW) funding and applicants must register and be eligible under the YCW program to be considered for the position: legally allowed to work in Canada, between the ages of 16 – 30, permanent residence more than 125km from CNSC, currently enrolled as a student and returning to school.

Please submit a detailed resume and cover letter by email to the address indicated below. Interviews will be on going and the posting will remain open until a suitable candidate is found. Further information and a detailed job description is available at <http://www.youngcanadaworks.ca>

Programming - Hiring Committee

Email: programming@churchillscience.ca