

Employment Opportunity

Program Coordinator

Supervisor: Executive Director, or designate

Date revised: June 2023

Classification: Seasonal, Full Time

Applications can be submitted via email to programming@churchillscience.ca. Please quote job title in cover letter or subject line.

Anticipated start date: July 1, 2023



churchillnorthernstudiescentre

The Churchill Northern Studies Centre (CNSC) is an independent, non-profit research & education facility, located 23 km outside of Churchill, MB. The CNSC facilitates scientific research and provides educational programming on the natural sciences and the environment. Successful candidates will benefit from the wide range of skills and experiences gained by working at an active research facility.

Job Title: Program Coordinator

Job Description

The **Program Coordinator** is responsible for the coordination and delivery of educational programming to a broad range of clientele of varied age and educational background, from young children to elder citizens. These expert-led programs focus on the rich biological, historical, and cultural diversity of the Churchill region. The **Program Coordinator** organizes a variety of outreach programs within the community that take advantage of the tremendous scientific resources available at the CNSC. The **Program Coordinator** is assisted in their duties by the role of **Program Assistant** during peak periods as staffing and funding allows.

Job Responsibilities

1. Administrative/ Managerial

- a) Assists with sales by answering the phone, responding to client inquiries, and following up with individuals interested in registering in CNSC programs in a timely fashion.
- b) Participates in regular management meetings advising management on staffing and equipment requirements to carry out educational programming as well as annual budget planning.
- c) Supports grant writing and fundraising initiatives connected to educational programming along with required reporting.
- d) Manages the Programming Department budget and reports on expenditures and revenues.
- e) Recruits, selects, and supervises the role of Program Assistant.
- f) Communicates effectively with other CNSC staff involved in the delivery of educational programming (i.e., managers/ staff from kitchen, housekeeping and science department).
- g) Works with the Field Station Coordinator to coordinate rooming assignments, with consideration for those with mobility and health issues or other special needs.

2. Non-Credit Education Programs

- a) Conceives, designs, markets, delivers, and evaluates tuition-based courses under Third party travel agents or CNSC Learning Vacation brand.
- b) Prepares an annual independent group plan including both ongoing programs and new program concepts with detailed budget information and tuition costs.
- c) Writes program descriptions and promotional copy for CNSC and Road Scholar websites, brochures, and posters.
- d) Tracks enrolments, registers participants, answers inquiries, distributes registration materials, and books course activities (i.e., venues, tours, and guest speakers).
- e) Ensures that transportation arrangements for arriving and departing guests are met.
- f) Works with the course instructors to develop itineraries and provide welcome packages.

- g) Coordinates the day-to-day activities of participants while in Churchill and ensures that instructors have all required teaching materials and resources and that all venues are properly configured.
- h) Accompanies group (or delegates appropriate supervision) on all course field outings.
- i) Evaluates the effectiveness of educational programs and the level of client satisfaction through participant exit surveys (tracking and modifying key indicators where required).
- j) Adheres to all policies outlined by third party travel agencies including participant health and safety forms, incident reports and financial reporting for Road Scholar branded courses.
- k) Works with independent group leaders to support their trips as required.
- l) Supports coordinating educational tourism related activities for other guests at CNSC such as credit course & Earthwatch participants.

3. Youth Programs

- a) Promotes Churchill and the Northern Studies Centre as a preferred educational destination for both youth groups as well as professional development opportunities for youth educators.
- b) Develops and executes day programs for school groups based on sound curricula and in consultation with group leaders. This may include preparing age/grade appropriate presentations, leading guided nature walks, bear monitoring, assisting teachers in presenting curriculum, and assisting or leading outdoor activities.

4. Community Outreach

- a) Schedules guest speakers, lectures, and seminars at the CNSC which are promoted to local residents (at least one event per season, two in the summer).
- b) Involves local artisans, speakers, and tour operators, wherever possible, in all course programming.
- c) Provides tours of the facility and the adjacent Churchill Research (Rocket) Range and Ramsay Trail.
- d) Takes an active role in managing the social media of the CNSC.

5. Marketing & Communications

- a) Actively promotes CNSC programming using both traditional (brochures, print media) and emerging (social media) techniques.
- b) Assists with materials for submission to the CNSC Birdfish newsletter.

Job Requirements

The **Program Coordinator** must be:

- a) an energetic, creative individual focused on the safety and enjoyment of all Centre clients.
- b) committed to providing the highest level of educational value in all programming.
- c) a team player willing to work periodic long hours, on flexible schedules, for the betterment of the Centre and its mandate.
- d) comfortable with periods of intense activity interspersed with periods of little visitor interaction.
- e) willing to spend sporadic overnights at the Centre during active programming.
- f) capable of working alone or in a team environment.
- g) comfortable speaking to large groups.
- h) adept at logistics and scheduling of activities (i.e. booking excursions, organizing large groups);
- i) willing to work out of doors in inclement weather, over varied terrain and in the presence of biting insects and wildlife hazards such as polar bears.
- j) continually seeking new and innovative means of delivering educational material.
- k) careful to ensure that all course offerings both respect and reflect the rich cultural and scientific heritage of the community.
- l) willing to live in Churchill during the preparatory and active programming times of year (typically February-November).

Minimum Qualifications

1. Graduation from a university degree or college diploma program in education, tourism, recreation studies or similar fields, or an acceptable combination of education and experience.
2. Proven organizational skills and experience, ideally in developing and/or executing educational curricula.
3. Experience living in a small, remote community.
4. Experience developing and managing programs in collaboration with Indigenous and/or other community partners.
5. Familiarity with computers and common software packages (Wordpress, spreadsheets, and graphics packages such as Affinity Publisher);
6. Experience with social media as a means of communicating with the public.
7. Must hold (or be willing to obtain) certificates in Basic First Aid and CPR, the use of firearms for protection against wildlife, Manitoba Class 4 (van/small bus) driver's licence or equivalent.
8. The ability to speak a second language and experience in budgeting or marketing would be a definite asset.

Preference will be given to applicants who reside in Churchill and surrounding communities and to Indigenous applicants.



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