



Community Engagement Coordinator

Job Type: 6-9 month contract, 40 hours/week

Location: On-site, Rossland, BC

Salary: \$18.50 - 20/hour, DOE

Earliest Start Date: July 2, 2024

End Date: March 31, 2025

Closing Date: May 15th or Until Filled

This position is funding dependent and may require candidates to meet [Young Canada Works eligibility](#)

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rossland and surrounding areas. We do this with comprehensive indoor and outdoor displays of the industrial and social history of Rossland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the year.

Job Description:

The Community Engagement Coordinator will work with the Community Engagement Manager for the planning, coordination, and evaluation of the museum's public programming, special events, and audience engagement efforts. This role also includes supervisory duties for seasonal student positions and volunteers supporting the Community Engagement department, with assistance/mentorship from the Community Engagement Manager. As time permits, they will conduct interpretive tours, coordinate loaning out, evaluating, and inventorying educational outreach kits, assist with ongoing senior programs, and develop special activities for tours and bookings. The coordinator will also work with the Community Engagement Manager to contribute research and suggestions specific to our facility and operations sustainability goals in partnership with our community stakeholders (e.g. Autonomous Sinixt, City of Rossland, Rossland Society for Environmental Action, etc.).

The Community Engagement Coordinator works with all staff for the daily opening, operating, and closing procedures associated with Museum operations. They also help with the operation of the gift shop, admissions, concession, and Destination BC Visitor Centre. Planning and scheduling group visits, tours, and special events as well as routine maintenance, including painting and cleaning may also be necessary as time permits.

The following are **essential** qualifications for the job:

- Recent graduate in Education, General Sciences, Museum Studies, History, Geology, Drama, or related fields.
- Experience working/volunteering with families and children of all ages
- Experience and an interest in organizing educational crafts, games, experiments, and kids activities
- An interest in Rossland's history and everything the area has to offer locals and visitors alike
- Excellent organizational skills, planning experience, and a passion for education and history
- Experience in group management and leadership
- Public speaking experience; Excellent English verbal and written communication skills
- Experience in conflict resolution and problem-solving
- RCMP Security Clearance (obtainable prior to start)

The following are **desired assets** for the job:

- Customer service experience; experience with cash registers, POS machines, computers, etc.

1100 Hwy 3B (PO Box 26), Rossland, BC V0G 1Y0 | www.rosslandmuseum.ca

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Community Engagement Coordinator - V-1

- Excellent computer skills (incl. word processing, spreadsheets, Squarespace, file management, etc.)
- Experience working in the tourism and/or cultural sector
- Current First Aid certificate (can be obtained on the job)

This role is not able to be fulfilled remotely. We encourage participation from the Government of Canada's job equity groups, including women, First Nations, Métis, and Inuit persons, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression to apply. Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of the job qualifications describe you, then please apply.

For more information about this position, please get in touch with Joelle Hodgins (she/her), Museum Director of the Rossland Museum & Discovery Centre at hire@rosslandmuseum.ca or call (250) 362-7722.

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to hire@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide a minimum of two professional references.