



The Mahone Bay Museum is a small community museum seeking a Community Projects Co-ordinator for a temporary, full-time, approximately 16 week Canada Summer Jobs contract from May to August at \$12.55 an hour.

The Community Projects Co-ordinator will be working with the public when engaging with our community, communicating with local community organizations as a Museum representative, seeking feedback from the community, organizing programs and feedback methods, providing access to our programs and services, promoting the museum to our community, and working closely with our other summer staff members.

Who can apply:

Canada Summer Jobs requires that anyone hired for this position:

- be between 15 and 30 years of age at the start of the employment*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

Youth who self-identify as new immigrant/refugee, Indigenous, having a disability, being from a rural area, remote community, or an official Language Minority Community, youth who have not completed high school, part of a visible minorities group/racialized youth, LGBTQ2 youth, youth who have not previously been employed and for whom this would be their first job experience are encouraged to apply and include this information in their cover letter as the Mahone Bay Museum is an equal opportunity employer.

The Community Projects Co-ordinator tasks would include:

- Become familiar with Mahone Bay's history, including the history of the Mi'kmaq in the area
- Review our Employee Handbook binder, which includes our Human Resources policy and the Occupational Health and Safety Act
- Attend an orientation with the Museum Manager/Curator during their first week to review aspects of our Human Resources policy, our Emergency Preparedness plan and be oriented to the locations of key items such as our first aid kit, our incident and injury reports binder, our safety goggles, gloves, and eye washing mechanism for when they are handling any of our cleaning products, our Workplace Hazardous Materials Information System information binder with data sheets for our cleaning supplies, our list of emergency contacts, etc.
- Review our current community engagement methods
- Propose and develop various potential community engagement programs
- Co-host community discussion meetings and interact with various members of our community to receive feedback on potential community engagement programs
- Implement one community engagement program in its entirety
- Promote the community engagement programs and other ongoing community engagement programs
- Collect feedback regarding the program
- Develop methods for the Museum to receive feedback from and facilitate social interactions and conversation with our community on their needs, issues, and current topics of interest
- Consider how we can help address the needs and issues in our community, how we can respond to community crises/concerns, and how we can remain relevant with current topics of interest to our community
- Suggest other community organizations we should develop partnerships with
- Suggest ways we can give back to our community and continue to have a positive, tangible impact on community
- Suggest ways to encourage a variety of members in our community to visit our museum, get involved with our programs, etc.
- Suggest ways we can welcome newcomers in our community
- Work with other staff to complete the museum opening and closing procedures
- Handle cash and complete sales in our gift shop as needed
- Aid with other visitor services related tasks as they arise

Ideal candidates for the Community Projects Co-ordinator position will:

- Meet the Canada Summer Jobs requirements (listed above)
- Have experience in customer service
- Be outgoing
- Have knowledge of Nova Scotia in general and Lunenburg County in particular will be an asset

- Be friendly, respectful, and engaging when approaching and talking to members of our community
- Have strong communication skills
- Possess a valid driver's license or have reliable access to transportation, as there is no public transportation in Mahone Bay
- Have up to date training in first aid or are willing to attend first aid training if required (to ensure there is always one staff member at the museum trained in first aid).

No previous experience with interpretation or museum work is required. However, an interest in museums is ideal.

Availability and duration of this position are conditional upon approval of Canada Summer Jobs funding.

How to Apply:

Interested applicants can send a resume and cover letter to Lyne Allain, Manager and Curator, by e-mail to mahonebaymuseumjobs@gmail.com before May 1, 2020. Applicants are encouraged to apply early, as interviews will begin as early as April 1st, 2020 and continue until a suitable candidate is found.

We thank all the applicants for their interest, however, only those selected for an interview will be contacted.

Applications will be screened according to how well the applicants meet the above requirements.

Local applicants are interviewed in person by the Museum Manager and Curator when possible. Long distance interviews can be conducted via Skype or by phone by the Museum Manager and Curator.

For more information about Mahone Bay, please visit: <https://www.mahonebay.com/>

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