



Community Engagement Manager

Job Type: 1-year Contract with possibility of extension, 40 hours/week

Location: Rossland, BC

Salary: \$19-22/hour DOE

Start Date: Immediately

Closing Date: Until Filled

The Rossland Museum & Discovery Centre's (RMDC) mission is to preserve and dynamically present the history and heritage of Rossland and area. The RMDC includes: a) the collection, preservation, and presentation of objects, specimens, and documentary heritage to illustrate and make known to the public the mining, industry, skiing, social, cultural, and natural history of Rossland and area; and b) the promotion of education, research, and programming in any or all fields referred to above. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rossland with a particular emphasis on the mining and skiing histories of the area. Additionally, we have an extensive community archives, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, and various special events throughout the year.

Job Purpose:

The Community Engagement Manager develops, manages, and evaluates our public programming and events covering various themes (history, science, art, etc.), and managing staff and volunteers associated with these. The manager works with local schools/groups and other community organizations and members to develop responsive and supportive programs for various audiences (Toddlers, Youth, Teens, Adults, Seniors, etc.) and underrepresented demographics.

Current Priorities:

- Integrate environmental education into permanent displays, including liaising with local environmental groups and organizations for shared space and expertise
- Assist in the redevelopment of Senior programming in response to current limitations
- Support a deeper exploration of our local geology, including the creation of a group of experts to support programming, events, and research
- Explore the creation of a local flora and fauna research and education collection to support ongoing programs, events, and research
- Explore energy efficiency and green infrastructure opportunities in Phase Two Mine Experience renovations

The following are **essential** qualifications to the position:

- Experience planning, organizing, & implementing effective educational programming for children (majority ages 3-12)
- Excellent verbal and written communication, public speaking, and customer service skills
- Experience with planning, organizing, and facilitating events for all audiences
- Experience in conflict resolution and problem-solving; well organized and detail-oriented
- Creativity, enthusiasm, and a love of learning are key elements of this position
- An interest in Rossland's history and everything the area has to offer locals and visitors alike
- Experience using Microsoft Office & Google Suites and Dropbox or similar file sharing program

The following are **desired** qualifications to the position:

- Post-secondary in education, museums/science centres, environmental/geosciences, or related fields with at least 2 years of work experience in these areas
- Experience in/use of BC Curriculum and lesson plan development
- Experience working/volunteering for a not-for-profit organization or registered charity
- Experience in marketing (through social media and other means) for non-profit organizations
- First Aid/CPR, WHMIS training, and an RCMP security check

Please submit your resume and cover letter clearly demonstrating how you can help the organization in this position and meet the qualifications by email (preferred) to museumdirector@rosslandmuseum.ca or drop off at 1100 Hwy 3B, Rossland, BC.

For more information about this position, please contact Joelle Hodgins, Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.