

Conflict Resolution Program Coordinator

Job Type: Contract

Location: Carp, ON, CANADA

Rate of Pay: \$16/h

Position Type: This is a contract position, beginning July 31, 2017 and ending March 31, 2018. The position will be for 37.5 hours a week, usually Monday to Friday but with some required evenings and weekends.

The Diefenbunker, Canada's Cold War Museum, is a not-for-profit, community museum in rural Ottawa. Originally built in 1961 to house key members of Canada's government and military in the event of a nuclear attack on Ottawa, the Diefenbunker has been a museum since 1998.

Job Summary

The Conflict Resolution Program Coordinator will work with the Diefenbunker's award-winning conflict resolution workshops. Under the supervision of the Community Education Officer, the Conflict Resolution Program Coordinator will complete training in conflict resolution, museum history, and program evaluation. The Coordinator will deliver training workshops, organize bookings, complete set up, and help facilitate program evaluation. Workshops will take place at schools throughout the Ottawa area and at the Diefenbunker in Carp, ON.

Central Responsibilities

- Educational program delivery, development, and evaluation.
- Coordinate program bookings and facilitate the application process for schools.
- Deliver conflict resolution workshops and training for youth.
- Create a safe, respectful, and positive environment for youth.
- Ensure that all supplies and preparations are made for workshop delivery.
- Assist in outreach and promotional activities for the program.

Key Requirements

- Fully functional in both official languages.
- Class G license and reliable access to a vehicle.
- Strong interpersonal and group facilitation skills.
- Experience working with youth grades 7 to 10.
- Excellent communications skills, both oral and written.
- Good organizational and time management skills.
- 1-3 years' experience in a field related to youth programming, conflict resolution, or museum education.

- Flexibility and adaptability is essential to this position.
- Ability to manage partnerships and relationships with teachers, program partners, school administration, and volunteers.
- Ability to work independently and in a team.
- Familiarity with computers and Microsoft programs such as Outlook, Excel, Word and Powerpoint.

Assets

- Knowledge of conflict resolution theory, group management, or mediation.
- Studies in history, especially military and/or Cold War history.
- Experience working in a museum environment.
- Experience in completing large projects.
- Experience in presenting to groups in conferences and meetings.

Please e-mail your resume and cover letter to t.littlewood@diefenbunker.ca or send by mail to Thomas Littlewood, Community Education Officer, Box 466 - 3929 Carp Rd, Carp ON, K0A 1L0. Queries: please telephone (613) 839-0007 x274. Applications must be received by July 21, 2017.

Notes

- We are committed to employment equity and we encourage applications from qualified men and women, including Aboriginal peoples, persons with disabilities and members of visible minorities.
- Only the candidates selected for an interview will be contacted.
- The successful candidate must be eligible for an internship under the guidelines of Young Canada Works at Building Careers in Heritage