

TITLE: Coordinator, ECAMP
POSITION STATUS: Full-Time
REPORTS TO: Community Engagement Manager
SALARY RANGE: \$54,000 - \$65,000
POSTING DATE: Feb 07, 2024
CLOSING DATE: Feb 21, 2024
TARGET START DATE: April 15, 2024

ORGANIZATIONAL OVERVIEW

Edmonton Heritage Council (EHC) is a not-for-profit culture organization that connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage.

POSITION SUMMARY

EHC is seeking a community-oriented Coordinator to advance the development of the Edmonton City as Museum Project (ECAMP) and its collaborative programming with a focus on connecting diverse Edmontonians and communities with their stories.

What YOU'RE Responsible for:

- Coordinating ECAMP programming and initiatives from planning to implementation and reporting. This programming may include written stories, walking tours, physical and virtual exhibitions, workshops, bus tours, podcasts, and other heritage activities.
 - Developing ECAMP programming to be in line with the strategic direction of EHC, including the actions and aims outlined in *Connections and Exchanges*.
 - Collaborating with colleagues on the facilitation of a Community Advisory Group for ECAMP programming.
 - Proactively cultivating, developing, and maintaining key relationships in the community, including individuals, non-profits, corporations, professional organizations, educational institutions.
 - Collaborating with stakeholders, the public, and EHC staff to connect ECAMP with existing EHC and community initiatives, as well as developing new opportunities and initiatives.
 - Supporting the monitoring of funded projects, reviewing progress reports, providing feedback.
 - Supporting ECAMP administrative processes.
 - Supporting the pursuit of suitable funding opportunities for ECAMP development.
 - Contributing to the preparation of related grant and sponsorship applications.
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What you bring:

- Post secondary or undergraduate degree relevant to heritage, museum studies, community engagement, public programming, and/or other related fields.
- Experience leading/facilitating community research, engagement initiatives and programming.

- Experience in public program management.
- Excellent oral and written communication skills.
- Understanding of effective social media use.
- Ability to communicate verbally and in writing with tact, clarity, and directness.
- Strong proofreading and editing skills.

What we'd love for you to have:

- Familiarity with and appreciation for Edmonton's heritage and community organizations.
- Dynamic interpretive programming or creative curatorial background.
- Strong interpersonal skills and ability to work collaboratively with internal and external stakeholders, including management of contracts and agreements.
- Familiarity with cultural, social and political themes connected to Edmonton's history and heritage and beyond.
- Experience with volunteer recruitment, screening and training.

What abilities we expect you to have:

- Plan and make decisions in a timely manner.
- Work effectively within a team as well as independently.
- Manage multiple priorities and deadlines.
- Strong working knowledge of MS Office (Mac OS X).
- Experience and ability working with program budgets.

What we offer:

- **Hybrid** work culture.
- This position is considered at **1.0 FTE** (Full time Equivalence).
- **Paid Vacation:** 3 weeks /year for the 1st year & 4 weeks/ year starting in the 2nd year.
- **Paid Wellness days:** up to 16 days of wellness leave for illness, medical appointments, family emergencies, (job protected leaves – under the discretion of the ED).
- **Additional paid days off** during the months of June-August and December.
- **Extended health and dental benefits**, and access to employee assistance program that are 100% paid by EHC.
- **Personal health service allowance.**
- **Professional development funds.**
- **Pension plan:** after one (1) year of continuous employment, employees may enroll in EHC's pension plan with matching contributions from the organization of up to 4% of the employee's annual salary.
- **Office hours:** Monday – Friday 9:00 a.m. to 4:30 p.m. The work week generally falls into this schedule with flexibility needed for occasional events or meetings on evenings or weekends.

Interested candidates, please email resume and cover letter as a single PDF attachment by 9:00 a.m. on or before 21 Feb 2024 to hr@edmontonheritage.ca.

EHC is an equal opportunity employer. We encourage diversity and welcome applications from all qualified individuals.



We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two to three weeks of the closing date.