



**Position:** Program Manager, Education Outreach

**Term:** Full-time Permanent 30 – 37.5 hours per week

**Salary:** Negotiable salary grid based on qualifications and experience

**Deadline for applications:** April 18<sup>th</sup>, 2023

**Location:** Regina or Saskatoon

**Start Date:** May 1, 2023 or sooner (Negotiable)

**Are you enthusiastic about science, minerals and the world around you? Are you creative and energized when working with students and educators? Do you excel in a dynamic and collaborative work environment?**

**If you answered yes to these questions, come explore the position of Program Manager, SMA Education Outreach!**

**SMA Education Outreach Program** connects students and educators in the K-12 system to Saskatchewan's mineral resources, exploring the role minerals play in the world around us. We are looking for an enthusiastic and talented team member to manage our Program and inspire the next generation of students to find their future in the many diverse careers offered by the mineral sector.

The SMA Ed Outreach Program introduces K-12 students and educators to innovative, experiential, curriculum-based programs, events and resources that improve their mineral literacy. Our program collaborates with education and science communities, our members and other stakeholders to develop and deliver quality teaching resources and organize hands-on outreach programs for students and educators across Saskatchewan.

#### **The Position: Program Manager**

As a member of the SMA team, the Education Outreach Program Manager delivers a province-wide, growing portfolio of K-12 education outreach programs, events and activities in an operationally effective and efficient manner.

#### **What you will do:**

- Lead a growing team of contract team members, industry members, volunteers and partner organizations to support delivery of the SMA Ed Outreach Program across Saskatchewan.
- Facilitate the activities of the SMA Ed Outreach Committee.
- Identify and recruit suitable contract team members, volunteers and partner organizations to support delivery of programs and activities throughout Saskatchewan.
- Cultivate positive relationships with stakeholders including K-12 educators and associations, partner organizations, industry partners, governments, and volunteers.
- Coordinate and deliver presentations at province-wide and regional workshops, conventions and career fairs.
- Manage annual sponsorship campaign and generate grant proposals.
- Collaborate on the development of promotional material to market the Ed Outreach Program.





- Complete regular administration and organizational responsibilities.
- Participate in other SMA Programs and Events as directed by the SMA President

**What you will bring:**

- Completion of a post-secondary degree, certificate or diploma in science, engineering or education with related experience.
- Enthusiasm and excellent communication, interpersonal and analytical skills with demonstrated experience in managing a multi-stakeholder team environment.
- Collaborative work style with the ability to consult, solicit input, influence and support decision making.
- Computer/digital literacy skills including Microsoft Office 365, TEAMS, Publishing Software.
- Organizational skills with attention to detail.
- Ability to thrive in a fast paced, dynamic work environment.
- Valid driver's license is required for travel within the province.
- Eligibility to work in Saskatchewan.
- Understanding of the Saskatchewan Educational System an asset.
- Physical ability to lift and transfer materials up to 23 kg.

**What we will offer:**

We value collaborative, creative and innovative team members that have diverse and inclusive perspectives; and who contribute to an environment of success.

- Compensation package includes competitive salary for qualifications and experience combined with an attractive benefits package including RRSP, health benefits, potential for performance bonus.
- Flexible working conditions and a supportive and inclusive workplace.
- This position will be based in either our office in Regina, or an alternate location in Saskatoon.

**Interested in exploring this opportunity?**

Please send your resume and cover letter to [admin@saskmining.ca](mailto:admin@saskmining.ca) by April 18, 2023, with *Application for Ed Outreach Program Manager* in the subject line. This job will remain posted until filled. While we appreciate all the applications we receive, only candidates under consideration will be contacted.

For more information about SMA Ed Outreach Program, please visit.

<http://saskmining.ca/Mines-in-Saskatchewan/Education-Outreach>

**About the SMA**

**Saskatchewan Mining Association (SMA)** is not-for-profit, industry funded association that represents and supports the Saskatchewan exploration and mining industry through government, public and member outreach activities. Our member companies sustainably explore for and produce minerals that help provide food, clean energy and technology security to global communities while delivering economic benefits to Saskatchewan communities.

