



150-2248 McAllister Ave, Port Coquitlam BC V3C2A5  
[info@pocoheritage.org](mailto:info@pocoheritage.org) / [www.pocoheritage.org](http://www.pocoheritage.org)

## **PoCo Heritage Museum and Archives** **Operated by The Port Coquitlam Heritage and Cultural Society**

### **Position: Program Assistant, Education**

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

### **We are seeking two Program Assistants to join our team this summer!**

Working under the direction of the Museum Coordinator, the Program Assistants will be responsible for:

- Development and delivery of exhibit-related educational programs, public programs, group tours and events.
- Conducting research as needed for community research requests, collection records, and educational programs.
- Marketing programs and events which includes social media management and producing graphic design material.
- Assisting with artifact and archival cataloguing including; writing condition reports, photographing artifacts, digitizing photographs and records, and updating the museums' collection database.
- Other duties as assigned

### **Qualifications:**

- Undergrad student or recent graduate in a relevant discipline (e.g. Museum Studies, History, Education, Indigenous Studies)
- Outstanding organizational skills and attention to detail
- High level of computer literacy including spreadsheets, databases, and word processing (Microsoft Office)
- Excellent English oral and written communication and interpersonal skills
- Strong research and critical thinking skills
- Able to work independently and in a collaborative environment
- Reliable and punctual
- Able to lift and carry boxes and supplies up to 20 lbs, and able to climb ladders and reach overhead

### **Desirable skills:**

- Experience working in Education, Museums or other related heritage spaces
- Events and/or programming experience



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### **Eligibility**

You will be eligible to apply if you:

- Are between 18 and 30 years of age at the start of employment
- Are a Canadian Citizen, permanent resident, or have refugee status in Canada
- Can provide a satisfactory police record check prior to hiring

**The position adjustments required by Covid-19 are pending approval.**

The position is a full time, 16-week position starting July 13<sup>th</sup>, 2020 to October 30<sup>th</sup>, 2020. Hours are 30 hours per week, currently Monday to Friday at the rate of \$16 per hour plus 4% in lieu of vacation pay.

This position will primarily take place at the PoCo Heritage Museum and Archives located in Port Coquitlam, BC. Covid-19 rules and regulations are required to be followed.

**Please submit a cover letter and resume to:**

Kanchan Lal, Museum Coordinator  
[info@pocoheritage.org](mailto:info@pocoheritage.org) by midnight June 15<sup>th</sup>, 2020  
Subject Line: CSJ Posting – Program Assistant, Education

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