

# MineralsEd Work Experience Position, March 18-22, 2019

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| <b>Company Name</b>                          | MineralsEd (Mineral Resources Education Program of BC)  |
| <b>Company Address</b>                       | 900-808 West Hastings Street, Vancouver, BC V6C 2X4<br>This office is readily accessible by bus and skytrain, and is convenient to the West Coast Express terminus at Waterfront Station.   |
| <b>Brief description of the company</b>      | MineralsEd provides educational materials and experiences in Earth Science, mineral resources and mining to teachers and K-12 students in British Columbia.<br>MineralsEd delivers • workshops and resources for teachers, • geology and mining field trips for teachers, • educational programs for students and teachers at industry conferences and public outreach events, • liaises between schools and industry for high school work experience placements, • develops and distributes a newsletter for teachers, and • maintains a comprehensive educational website (www.mineralsed.ca).<br>MineralsEd has two full time staff, a Director and a Coordinator, who work with partners in both education and industry to carry out all initiatives. |
| <b>Contact person name</b>                   | Sheila Stenzel, Director  |
| <b>Contact person phone,</b>                 | Ph: 604-682-5477 ext 1; Fax: 604-681-5305; Email: stenzel@mineralsed.ca   |
| <b>Position: Education Program Assistant</b> | The ideal candidate is interested in pursuing a career in science (esp. geology) or engineering (esp. mining) who is keen to gain insight into the minerals industry in BC, or is interested in a career in science education.<br>The candidate must be conscientious, attentive to detail, self motivated and eager to contribute to the goals of our non-profit outreach education organization.  |
| <b>Job Description</b>                       | The Program Assistant will assist the MineralsEd Director and Coordinator as needed.<br>This will include:<br>• assist in the assembly of teaching kit materials (e.g. labelling and bagging rock and mineral specimens, collating posters, duplicating files on USBs, compiling experiment kits).<br>Depending on the student's skills may also include:<br>• assist in updating web site entries<br>• assist with online search for useful geology and mining news<br><br>The student will also be introduced to mining related companies and organizations in downtown Vancouver, including those that are hosting other Work Experience students that week.   |
| <b>Qualifications</b>                        | <ul style="list-style-type: none"> <li>• A basic knowledge of Earth science, rocks and minerals</li> <li>• Excellent written and verbal English language skills</li> <li>• Competency using MS Word and MS Excel</li> <li>• Ability to work within and contribute to a small team and to work alone.</li> </ul>   |
| <b>Work Hours</b>                            | Monday - Friday, 8:00am-4:00pm; 30 minute lunch break at noon   |
| <b>Placement Date</b>                        | Position is being offered during the week of Spring break from March 18-22, 2019  |
| <b>Application Deadline</b>                  | <b>Friday, February 15, 2019</b>  |
| <b>Other Notes:</b>                          | MineralsEd requests that the school Work Experience Coordinator email the resumes and cover letters of all interested students to Sheila Stenzel (stenzel@mineralsed.ca). Phone interviews with students will be arranged for Feb. 18-22.   |