



Heritage Education Program Assistant

Student Temporary Full-time; Funded through Young Canada Works

Remote work. 35 hours a week. 14-week placement

Hourly wage: \$23.00

Ideally an undergraduate student either studying in British Columbia or a resident of BC

*Job Application Deadline: **April 23, 2023 11:59pm***

Heritage BC

Heritage BC supports and advocates for the broad heritage sector across British Columbia through education, training and skills development, capacity building in heritage planning, and funding through the Heritage Legacy Fund. We are passionate about building links between heritage conservation and tourism, economic and environmental sustainability, community pride and education, and an appreciation of our diverse and common histories.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. In addition to inclusive hiring practices, Heritage BC has developed heritage sector resource materials that encourages improving organizational capacity with diversity and inclusion. This being a virtual job placement makes it ideal for candidates that may have considerations that make in-office work difficult.

About this Role

We are seeking a creative student who is passionate about making BC's history education accessible and inclusive. In this role, you will work on Heritage BC's online Cultural Maps. This will include researching, brainstorming, and developing ready-to-use lesson plans to accompany our seven existing community developed Cultural Maps. You will be responsible for creating all of the necessary documents and worksheets that will make the lessons immediately usable for teachers in classrooms across BC in this upcoming school year. You will also support the Heritage Program Coordinator in the completion of a new Industrial Heritage Map to be added to Heritage BC's website.

Cultural Map Lesson Plans Project Context

In the past five years, Heritage BC worked with the Heritage Branch and other community stakeholders to compile seven maps of sites significant to cultural communities in the province. The locations on many of these maps were identified through community consultation. Now, we are interested in activating these resources for educational use by teachers and in homeschooling across the province. This project will increase the reach and extend the versatility of our cultural map resources to broaden public awareness of these significant communities and their roles in BC's history.

- Develop with input from the Heritage Program Coordinator, a week by week work plan for the project with planning meetings.
- Get familiarized with the content of the Cultural Maps, assessing the important takeaways from each map and what they have in common.
- Read through and understand the BC school curriculum, and how the content in the maps relates to the requirements for teachers in BC schools.
- Identify the grade level and subjects whose curricular competencies could be met through using the Cultural Maps as an educational tool.

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- Research other online educational classroom resources for ideas on how to activate the Cultural Maps for engaging classroom learning
- Brainstorm lesson plan ideas
- Work with the Heritage Program Coordinator to identify which lesson plan ideas to execute
- Write lesson plans and create all materials necessary for lessons to be ready to use in classrooms
- Work with Heritage Program Coordinator to identify how to communicate new lesson plans to educators

Outputs: Produce five completed lesson plans that feature Heritage BC's Cultural Maps that are publicly available on the Heritage BC website for download to use in classrooms for the 2023-24 school year.

General Support to Heritage BC.

- Data compilation and entry in support of the Heritage Program Coordinator for the completion of the Industrial Heritage Cultural Map.
- Assist Heritage BC staff with tasks relating to upcoming programs and services.
- Assist with general Heritage BC administration as identified and a match to the student's skills and interests.

Skills and Qualifications

- At least two years of post-secondary level education.
- Education focus will ideally be in education or public history but other related disciplines such as anthropology, archaeology, museology or others are relevant for consideration.
- Enjoys applying research and dense information to accessible and creative outputs.
- Experience with technology and software platforms necessary to have success in a virtual/remote office offering digital resources to members.
- Strong word processing, Excel and administrative skills. Previous experience with canva (or similar platform) an asset.
- Experience working with school-aged students is an asset.
- Knowledge of BC's history, including the diverse communities that make up this history an asset.
- Familiarity with teaching pedagogy and the BC Provincial Curriculum an asset.
- A demonstrated interest in cultural and heritage not for profit and service organizations with some work experience in either a volunteer or paid capacity.
- Is a natural communicator, with excellent written and verbal skills and pays attention to detail.
- Is a team player, dependable and knows the importance of time management and self-motivation and accountability.

The candidate will provide their own computer, internet and office space suitable to conduct business.