![Haldimand County logo]

2022 STUDENT VACANCY POSTING

	***EMPLOYEE GROUP*: Non-Union (Young Canada Works)** *Hours worked per week: up to 40*
Position: Intern – Educational Content Developer *(Young Canada Works at Building Careers in Heritage Program)* **Grade: Student 2** **Current Wage: $15.785 / hour (October 2021)**	***Department / Division: Community & Development Services / Heritage & Culture*** ***Location(s):*** Edinburgh Square Heritage & Cultural Centre, Caledonia, ON

The Educational Content Developer position is funded in part through the support of Young Canada Works (YCW) at Building Careers in Heritage, an internship program for unemployed or underemployed college or university graduates. YCW helps graduates make the transition from college or university to the workplace, allowing them to hone their professional skills and begin a career in the heritage, arts and cultural sectors.

PURPOSE OF POSITION:
Reporting to the Supervisor, Heritage and Culture, the incumbent will:
- Work with the Haldimand Museums to support and manage the development of new digital content based on educational or special interest resources for diverse user groups, including opportunities for individuals with special needs;
- Produce a series of educational and/or special interest programs including support materials (lesson and work plans, evaluation forms and links to complementary online resources, etc.) aimed at increasing the online user's awareness of Haldimand County's arts, heritage and culture;
- Enhance existing web-based educational and/or special interest programming;
- Create awareness and promote Haldimand Museums programming (educational and special interest), exhibitions and collections utilizing digital web content and other multimedia sources;
- Evaluate newly-created online programs with staff and volunteers and revise as required;
- Develop content for monthly e-calendars and Haldimand Museums landing page detailing activities and new online content; review and suggest edits for website content.

EDUCATION & EXPERIENCE:
- Community College or University (with an emphasis on Digital Media; Museum or Archival Management, Library and Information Studies, History, or another related discipline).

Plus
- Proficiency with social media, including Facebook, Twitter and Instagram; and,

- Demonstrated interest or experience in writing, museums or cultural institutions.

ELIGIBILITY & REQUIREMENTS:
Candidates must be registered with and meet Young Canada Works eligibility including:
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding

temporary work visas or awaiting permanent status are not eligible);
- Are legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) while employed with the program;
- Are unemployed or underemployed;
- Are a college or university graduate;
- Are not receiving Employment Insurance (EI) benefits while employed with the program; and,
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Candidates are required to:
- visit the Young Canada Works login page (or https://young-canada-works.canada.ca/Account/Login);
- create an account by clicking on the "*Sign up*" link, then complete and submit a candidate profile;
- browse job opportunities via the "*Search for a job*" link in their account; and,
- express their interest in a position by clicking on the job title and then on "*Express Interest in this Job*".

KNOWLEDGE & SKILLS REQUIRED:
- A highly-organized and goal-oriented individual, the Educational Content Developer is a creative thinker who will be involved in all aspects of the development of online content from planning to completion. Responsibilities include designing and developing educational web resources and web content.

- Ability to manage repetitive tasks with thorough attention to detail; a highly-motivated team player, enthusiastic, creative, with excellent oral and written communications skills. Experience with Microsoft Office, Adobe Photoshop, Canva, Google Apps, WordPress, any other design programs that could be adopted by Haldimand Museums.

- Familiarity with Ontario Museum Standards, provincial curriculum guidelines; Copyright, Freedom of Information and other relevant documentation would be an asset.

COMPUTER EXPERTISE:
Level 4 - The incumbent must possess intermediate and advanced computer skills scored at 65% or higher for Outlook and at least one of Word/Excel/PowerPoint to ensure their:
- Proven ability to use desktop or Department/Division-specific software packages on their own or combine information from different software packages to get the desired results;
- Solid understanding of the software to enable the incumbent to know the best tool to do the job efficiently; and,
- Utilization of software to develop quality presentations, reports or other accompanying educational materials.

Accountabilities / Tasks

Include, but are not limited to, the following:
- Review Haldimand Museums' collections management and archival policies, Provincial Museum Standards and Curriculum Guidelines, copyright, Freedom of Information Guidelines and other relevant documents/publications.
- Evaluate existing programming for: (a) educational content related to public, secondary and homeschoolers; and, (b) general interest;
- Work with Heritage and Culture staff to determine themes for new online educational programs which connect/relate to the Ontario curriculum;
- Research themes and draft content for new online programs and develop possible learning aids to be included with the programs (e.g. lesson plans, worksheets for educators and/or students);
- Identify and add content to existing online educational resources and create new and interactive resources that may enhance Haldimand Museums' reference and educational data; upload to website;
- Video production and editing of online programming;
- Program testing and evaluation with staff and volunteers; revisions as required;
- Program launch (ongoing with each new or updated program);

- Suggest updates for Haldimand Museums landing page on the Haldimand County website and other social media including new resource material, programming and links to Facebook or YouTube channel;
- Integrate new digital images with updated curatorial data for viewing/searching by staff and patrons;
- Represent the Heritage and Culture at relevant meetings;
- Demonstrate commitment to the Haldimand County code of conduct;
- Practice effective public relations to sustain the positive image of the County; and,
- Undertake assignments as directed by the Supervisor, Heritage and Culture.

All Haldimand County employees and Ontario Job Creation Partnership participants are expected to:
- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:	
- a current (within the past 6 months) Police Check	**YES – LE 219**
- a pre-hire physical	NO
- COVID-19 vaccine (must be fully vaccinated)	**YES**

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.