

Education Content Writer & Facilitator

ORGANIZATION NAME: [Canada's Sports Hall of Fame](#)

JOB LOCATION: Calgary, AB – Work will be performed onsite; this is **not** a remote position.

SALARY: \$45,000 - \$50,000 & Benefit Plan after 3 Month Probation (employer pays 50% of fee)

HOURS OF WORK: Monday – Friday, 8:30 am – 5:00 pm; 40 hours/week

Note: Flexibility required to work some weekends and/or evenings for special events and to meet deadlines – some travel may be required.

TERM: Permanent (anticipated start date is September – October 2023)

*Canada's Sports Hall of Fame has transitioned from a physical museum to a **digital one** with a focus of curating experiences, content and stories that are reaching far beyond our walls and providing us with the opportunity to reach millions across this nation. Click here to [read more](#).*

WHO WE ARE

At Canada's Sports Hall of Fame, we believe that every child deserves the chance to dream and the tools to turn those dreams into reality. Our innovative programs are designed to equip kids with the essential life skills they need to unlock their full potential, empowering them to thrive in an ever-changing world. But we go beyond just education. We are historical storytellers, weaving tales of triumph and inspiration through the artefacts and memorabilia of our esteemed Hall of Famers. As the caretakers of these treasured pieces, we bring their stories and lived experiences to life, captivating young minds and igniting their imaginations.

Join us on this incredible journey of discovery, where dreams are nurtured, and stories become the stepping stones to greatness. Together, let's ensure that every child has the opportunity to dream big and reach their full potential. With our programs, we are transforming lives, one story, and one child at a time.

OUR IDEAL CANDIDATE

We are seeking a dynamic and skilled individual to join our team as an Education Content Writer and Facilitator. In this role, you will be responsible for delivering our Hall of Famers on Tour program, both virtually and in-person, with our growing roster of inspirational speakers in real-time, while also contributing to its expansion. You will work closely with Hall of Famers to help them create presentations that align with national curricula. Additionally, you will facilitate some of the existing menu of live Artefact Talks programs. As an excellent creative writer, storyteller, and grammar aficionado, a significant part of your role will involve program content development, such as writing new education programs to be offered both asynchronously and synchronously as well as developing lesson plans and related education documents. You will conduct research, stay up to date with education trends and best practices, and remain informed about topical educational areas, such as Indigenous education and mental health.

RESPONSIBILITIES –

- Help book and deliver the Hall of Famers on Tour program, providing engaging and inspirational presentations with Hall of Famers to learners via Zoom and across the country simultaneously through livestream.
- Help coordinate and deliver marquee in-person Hall of Famers on Tour programs to hundreds of youth at a time.
- Liaise with Hall of Famers to help them create or update presentations that align with national curricula, meet national educational standards, and support Canada's Sports Hall of Fame's overall mission and learning objectives.

- Collaborate with Hall of Famers and our team to expand the Hall of Famers on Tour program, including new speakers, presentation creation, and the shipping and digitization of their memorabilia, ensuring its relevance and impact nationwide.
- Align curricula with our programs on a national level, ensuring the educational content is suitable and valuable to diverse audiences.
- Develop compelling and well-written program content, incorporating creative storytelling techniques to enhance learning experiences.
- Deliver Artefact Talks programs and potentially future programs, captivating audiences with your excellent communication skills.
- Conduct research to support the development of educational materials, ensuring accuracy, relevance, and adherence to storytelling best practices.
- Stay current with education trends, best practices, and topical issues, particularly related to Indigenous education, mental health, and other relevant areas.
- Collaborate with team members to review and evaluate program effectiveness, implementing improvements based on feedback.
- Maintain accurate documentation of program materials, resources, and participant evaluations.
- Help the Marketing Team and Manager, Education & Programming with all aspects of exhibitor booths at teachers' conventions.
- Assist with the preparation of, and presentation at, PD days and/or other speaking opportunities.
- Attend conferences and meetings, as requested.
- Demonstrate emotional intelligence and contribute to a good work culture.
- Stay informed on best practices as they relate to Truth & Reconciliation, the Truth and Reconciliation Commission of Canada's Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and strive to be a good ally and develop cultural agility.
- Assist with all major events, including, but not limited to, National Indigenous Peoples Day, Order of Sport Awards, teachers' conventions.
- Other duties, as assigned.

QUALIFICATIONS –

- Bachelor's degree in education, English, communications, or a related field (Master's degree preferred).
- Proven experience in education content writing, curriculum development, and facilitation.
- Excellent creative writing skills with impeccable grammar and spelling.
- Exceptional storytelling abilities to engage and inspire learners.
- Strong understanding of national curricula and educational standards.
- Excellent verbal and written communication skills, with the ability to captivate diverse audiences.
- Proficiency in conducting research and aligning curriculum to ensure educational content quality.
- Knowledge of education trends, best practices, and topical issues in the education field.
- Ability to work collaboratively within a team, meet deadlines, and adapt to changing program needs.
- Passion for education and making a positive impact on learners' lives.
- Strong work ethic with the ability to produce a great deal of professional material at a rapid pace.
- Demonstrated accountability, initiative and follow-through.
- Ability to work effectively under tight deadlines and changing priorities, and manage projects / complete tasks independently without errors and frequent reminders.
- Excellent problem solving, project management, and time management skills.
- Strategic thinker with the ability to see the long term impact and/or rippling effect of actions and/or where action is required across documents/projects to implement requested changes.

- Strong existing education network or well-connected within the education sphere.
- Excellent people skills and an upbeat, outgoing, and enthusiastic attitude.
- Ability to engage equity deserving communities in impactful ways.
- Flexibility with working in an open office environment and proficiency using administrative equipment, such as printers, photocopiers, PCs, and iPhones – overall IT savvy.
- Ability to work independently and as a team; take constructive feedback well with a growth mindset.
- Flexibility to work some weekends and/or evenings for special events and to meet deadlines – some travel may be required.
- Bilingual (English and French) is an asset.

APPLICATION DEADLINE: September 7, 2023 – Will Remain Open until Filled

Interviews will be conducted, onsite or virtually, by the Director, Education & Programming and Manager, Education & Programming.

HOW TO APPLY –

Please submit a **cover letter** (max. 1 page) stating how you meet the qualifications and required experience, and a **resume** (max. 2 pages). Applications must also include a **creative writing sample or lesson plan** about an [Indigenous Hall of Famer](#) inducted into Canada's Sports Hall of Fame for a Grades 4-6 audience (one page or less) that demonstrates your written communication and/or storytelling skills. **Please include within your application you came across this job posting.** Applications must be **submitted as one combined PDF** to Katelyn Roughley, Director of Education and Programming at kroughley@cshof.ca.

Applicants who do not follow the above guidelines, or do not meet the required qualifications, will not be invited for an interview.

Job Equity: Canada's Sports Hall of Fame is committed to the principle of equal opportunity. As an employer Canada's Sports Hall of Fame welcomes diversity in the workplace and encourages applications from all qualified candidates within the scope of each job opening. Applications are welcomed from all members of Canada's job equity groups.

The successful candidate will be required to provide or obtain a valid vulnerable sector police check.