

Job Title: Science and Education Coordinator – Joggins Fossil Institute  
Full Time Position

**Summary:**

Reporting to the Director of the Joggins Fossil Institute, the Science and Education Coordinator is responsible for the security, preservation, documentation and interpretation of the Institute's fossil resources. The Science and Education Coordinator facilitates property-specific research, makes that research available to the public and liaises with other researchers and institutions in the scientific community.

**Responsibilities:**

- Conducting paleontological fieldwork involving preservation, documentation and extraction of the fossilized Carboniferous Period flora and fauna from the beaches and sea cliffs of the Joggins shore.
- Manage fossil collections
- Provide curatorial input into the development of exhibits at the Joggins Fossil Centre; as well as outreach programs to schools and other institutions.
- Lead the organization in the responsible management and reporting of the Joggins Fossil Cliffs "protected" area.
- Help train interpretive and collections staff.
- Conduct research on behalf of the Joggins Fossil Institute, publish papers, attend conferences and conduct lectures on the significance of the Joggins Fossil Cliffs.
- Develop and deliver high quality educational programs for groups of various ages and cultural backgrounds.

**Required Qualifications:**

- Minimum of an MSc degree in geology and a minimum of 3-7 years of work experience or preferably a PhD in earth sciences.
- Proven ability to deliver high quality educational and cultural programming.
- Proven ability to manage paleontological collections.
- Experience conducting research.
- Fluency in English required; French an asset.
- Computer literacy with spreadsheets, business systems and Internet browser and familiarity with general office equipment.
- Ability to work in a fast-paced environment, under pressure, with tight deadlines.
- Experience developing and working within a budget.

- Experience supervising staff.
- Must be willing to work flexible hours, including evenings and weekends as required.
- Must have a valid drivers' license and access to a reliable vehicle.

**Salary Range:**

To commensurate with experience.

**How to Apply:**

With résumé please include a cover letter and contact information for three references.

Send resumes with references to:

Joggins Fossil Institute  
Attention, Administrative Assistant  
Joggins Fossil Centre  
100 Main Street  
Joggins, Nova Scotia, Canada  
B0L 1A0

**Fax:**

(902) 251-2502

**E-mail:**

[jogginsjobs@jogginsfossilcliffs.net](mailto:jogginsjobs@jogginsfossilcliffs.net)

E-mail subject line should state Science and Education Coordinator – Joggins Fossil Institute. Documents sent through e-mail should be compatible with Microsoft Word 2003 or Adobe Reader.

**Deadline**

Applications must be received by 4:00 p.m., AST; September 12, 2008  
Only applicants being considered for an interview will be contacted. We thank all applicants for their submission in advance.

