

## Job Posting: Education and Training Coordinator

42 week position, 35hrs/wk, \$20/hr

Heritage Foundation of Newfoundland and Labrador (Heritage NL) is seeking an Education and Training Coordinator to help develop and deliver a series of modules and mentorships targeted to: a) individuals involved in the architectural field who are interested in developing their knowledge of traditional building practices and restoration and; b) members of the public interested in developing knowledge and practice of traditional craft skills that are at risk of disappearing in the province. The latter will include a business development component.

Heritage NL is a provincial crown agency with a mandate to support the preservation of Newfoundland and Labrador's built heritage/historic places and the safeguarding of its Intangible Cultural Heritage (ICH). It undertakes this mandate through designation and commemoration programs; funding programs for heritage preservation; the provision of technical expertise on conservation; research; community and public outreach, and support for a wide variety of ICH initiatives. The agency will be developing and delivering a year-long program of training in traditional building skills along with traditional craft skills and knowledge at risk .

Qualifications for this position include a post-secondary degree in an appropriate field with a minimum of 3 years of experience in training/program delivery or a combination of education and experience of at least 5 years. Knowledge of and experience in an arts administration field is an asset. Excellent computer skills required, including ability to do online research, manage social media accounts, power point presentations, and word processing. A driver's license and occasional access to a car are assets.

### Eligibility:

- Must reside in Newfoundland and Labrador.
- Must be unemployed or underemployed (working less than 20 hours per week or in a field unrelated to their training).
- Must be a Canadian citizen or permanent resident in Newfoundland and Labrador. Temporary residents may be eligible if they are international graduates with a Post-graduate Work Permit or have an Open Work Permit.
- Recent post-secondary graduates who have not found employment in their field.
- Must not be receiving federal or provincial pensions, Workplace NL benefits, or other benefits.

To apply, send cover letter and CV to:

Dale Jarvis, Executive Director, Heritage NL

[dale@heritagenl.ca](mailto:dale@heritagenl.ca)

DEADLINE: Sunday, October 19, 2025.