

Youth Program Coordinator

Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC

604.777.7000

Period of employment: May 12 – Sept 1st, 2025 (16 weeks)

Hours: May-June and August: 9:30 am – 5pm Tuesday to Saturday

July: 9am-4:30pm Monday to Friday

+ occasional Sundays / evenings to accommodate programming

Salary: \$18.00 per hour

Who we are:

The Nikkei National Museum & Cultural Centre (NNMCC) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the xʷməθkʷəy̓ə̑m Musqueam, Skwxwú7mesh Úxwumixw Squamish, səliilwətaʔ Tsleil-Waututh, and kʷikʷəłəm Kwikwetlem First Nations territories. The NNMCC's mission is to honour, preserve, and share the history and heritage of Japanese Canadians and Japanese culture in Canada. The NNMCC's mandate is to promote a better understanding and appreciation by all Canadians of Japanese Canadian culture and heritage; and awareness by all Canadians of the contribution of Japanese Canadians to Canadian society, through exhibits, programs, services, publications, public use of the facilities, and special events.

What you'll do (duties):

- With support from supervisor, lead a team of contractors and volunteers for two 5-day sessions of Manga Camp summer day camp in July 2025, supervising children age 9-12, supporting activities, and ensuring a safe environment
- Develop and lead a select number of arts and crafts activities inspired by Japanese culture for Manga Camp, for up to 20 children ages 9-12
- Assist with recruitment and orientation of Manga Camp contractors and volunteers
- Manage supply inventory for all children's summer programs
- Help facilitate school programs including tours of the our gallery exhibit
- Assist with developing family-friendly activities to activate the gallery exhibit for the Nikkei Matsuri summer festival event
- Assist with general logistics and preparations for the Nikkei Matsuri summer festival event
- Represent the NNMCC in public outreach activities at Japanese Canadian community festivals and special events such as the Powell Street Festival
- Other duties as required, including attending staff meetings and assistance with daily and weekly administrative tasks related to cultural and educational programs

What you'll gain (learning objectives):

- Experience working in a culturally diverse and dynamic collaborative environment within a mid-sized organization
- Experience working with children & youth, especially ages 9-15, in informal educational settings
- Experience leading a diverse team of contractors and volunteers



- Ability to interpret cultural and artistic concepts into concrete programs for children and public
- Skills in managing a variety of daily, weekly, monthly, and longer tasks/projects and deadlines
- Familiarity with Japanese and Japanese Canadian history and culture
- Appreciation of cultural complexities and the importance of cultural sensitivity
- Public speaking/public engagement etiquette in a variety of contexts

Who you are (qualifications):

Candidates will be chosen on the basis of their skill level and ability. We welcome all applicants regardless of race, gender, or disability. We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

- A collaborative team player comfortable interacting with children and members of the public
- Organized and detail-oriented; flexible and willing to multi-task
- A strong communicator capable of working on tasks independently
- Must be a current full-time student between the ages of 16 and 30 and intend to return to full-time studies in the fall.
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada.
- Are legally entitled to work in Canada.
- Students in the fields of education, communications, history, anthropology, Asian studies, museum studies, arts administration, and recreation are particularly encouraged to apply. The NNMCC welcomes students from interdisciplinary backgrounds.
- Basic computer literacy – comfortable with email, familiar with or able to learn various online collaboration tools such as spreadsheets, Google Drive, and Slack
- Fluent in English; any level of Japanese language is an asset
- Knowledge of Canadian and/or Japanese Canadian history, first aid training, and a driver’s license are assets.
- Successful candidate must pass a criminal record check

Note: this position depends on funding through Canada Summer Jobs and Young Canada Works. The position will continue past the CSJ deadline to include the Nikkei Matsuri Festival’s dates of August 29th - September 1st, 2025.

Applications

Please forward resume and cover letter by email to:

Kimiko Yoshino, Education Coordinator - hr@nikkeiplace.org with subject “Youth Program Coordinator”

Applications will be accepted until April 12, 2025.

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Location

The Nikkei National Museum is located in the heart of Metro Vancouver, a 10 minute walk from the Edmonds Skytrain station, with easy access by public transit and car. There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village Museum, the Burnaby Art Gallery, and the Edmonds Community Centre. Metrotown Mall is 3km away and downtown Vancouver is 20km away.

www.nikkeiplace.org

tourismburnaby.com