

LET'S TALK SCIENCE POSITION POSTING

Position Title: Summer Programming Assistant, Let's Talk Science Outreach (2-4 positions available)

Position Status: Full-time (37.5 hours per week) contract May – August 2017

Location: Calgary, Alberta

Closing Date: Thursday, April 6th, 2017

THE OPPORTUNITY

Let's Talk Science is an award-winning, national, charitable organization focused on education and outreach to support youth development. We create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM) to support learning and skill development. Our programs, resources and services, we motivate and empower Canadian children and youth of all ages to fulfill their potential and prepare for their future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 4 million children, youth, educators and volunteers in STEM since its inception.

This is a full time (approx. 37.5 hours per week) contract position May to August 2017 based in Calgary, Alberta. Please note that this opportunity will require travel for delivery of outreach activities on a periodic basis and in cases where activities are occurring as part of a rural trip this may be up to a week at a time.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization.

POSITION

The Summer Programming Assistant, Let's Talk Science Outreach will support and deliver Outreach events in schools and community settings throughout an assigned region.

Responsibilities:

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics and deliver science outreach activities throughout Alberta including classroom workshops and community outreach at festivals and events
- Develop, prepare and deliver new STEM-based hands-on activities for community events
- Refurbish Let's Talk Science workshop kit lending library; including replenishing supplies, updating content and shipping to outreach sites as appropriate
- Assist with trip and event bookings as required
- Provide mentorship to outreach volunteers
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- Some post-secondary education in a STEM or education related discipline
- Experience leading and delivering science outreach activities
- Hold a valid driver's license and at least 21 years of age
- Willingness to travel within the province for up to a week at a time
- Experience mentoring volunteers preferred

Skills and Abilities

- Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Naturally organized, self-starter with a systems thinking orientation and strong project coordination skills
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact

- Ability to work some evening and weekend hours as required for community events
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

Working Relationships

- Reports to the Regional Coordinator, Let's Talk Science Outreach (Western)
- Works closely with other members of the Let's Talk Science Outreach team, including Site Coordinators at local post-secondary partner sites
- Interacts with other Let's Talk Science personnel and volunteers at local post-secondary partner sites

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Summer Programming Assistant, Let's Talk Science Outreach" as outlined below by 11:59 p.m. on **Thursday, April 6th, 2017** to:

Heather Small

Coordinator, Human Resources, Let's Talk Science
1510 Woodcock Street, Unit 12 London ON N6H 5S1

Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let's Talk Science is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals. If you have a disability that requires accommodation to assist you with any aspect of the hiring process, please contact the Coordinator, Human Resources listed above. Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.