

LET'S TALK SCIENCE POSITION POSTING

Position Title: Trottier Foundation Fellow, Research & Evaluation

Position Status: Full-time, 2 year renewable contract

Closing Date: Applications are encouraged by July 19, 2017; however, the position will remain open until filled

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 5 million children, youth, educators and volunteers in STEM since its inception.

This position is located at one of our Let's Talk Science offices - London, Ontario; Calgary, Alberta or St. John's, NL.

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

POSITION

Working closely with the President, staff and external partners as appropriate, the Trottier Foundation Fellow, Research & Evaluation, will design and conduct evaluations across all program areas. He/she will develop a vision for the organization's overall research agenda and our ability to produce relevant, compelling and best-in-class research. The successful candidate will also develop and implement an evaluation strategy across our programs to better understand the impact of Let's Talk Science programs on participants by strengthening and conducting evaluation activities across all program areas

Responsibilities:

Research

- Frame and conduct the research related to future Spotlight on Science Learning reports; and write research grant applications for additional funding that may be required
- Work strategically with external partners to shape and implement larger scale projects
- Locate and incorporate relevant research from public sources, academic journals, etc. to understand the trend(s) of student engagement and why it matters (e.g. work with ministries of education to track student participation in optional courses)
- Monitor external benchmarks that can be used to measure systems change related to youth STEM engagement, such as: participation in selected high school science, technology and math courses; postsecondary application and participation rates

Evaluation

- Gather all product, program and project metrics and ensure they are entered in the central database; providing quarterly reports on all metrics gathered together with the appropriate analysis
- Synthesize and disseminate learnings and insights from research and evaluation to all departments – thought leadership, development, programs – within the organization as part of a broad knowledge management strategy;
- Develop evaluation capacity within the organization by providing guidance and advice about evaluation to staff who oversee the program, product, or service being evaluated
- Assist in conducting ongoing qualitative evaluation of our programmatic impact through a variety of methods including: surveys, focus groups, and interviews
- Support the creation Let's Talk Science evaluations using survey design and analysis software
- Analyze quantitative and qualitative data, and compile results into a summary report provided to appropriate staff and act as the resource for staff who have questions about the data

- Steward and cultivate high-level relationships with consultants and advisors; serve as the primary liaison to outside research and evaluation partners

Requirements/Qualifications

- Minimum Master's degree, preferably in a science, technology, engineering and math (STEM) and/or education discipline
- Minimum 3-5 years framing and executing research and evaluation initiatives or projects
- Good working knowledge of survey design and analysis software
- Understanding of the importance of education and science, technology, engineering and math to society
- Bilingual (English/French) an asset

Skills and Abilities

- High level of proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and a willingness to learn and adapt to new technology and software as it emerges in the field
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Good organization and time management skills
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Superior analytical and problem solving skills with an aptitude and interest in numbers, statistics, and analysis of both quantitative and qualitative data

Working Relationships

The Trottier Foundation Fellow, Research & Evaluation reports to the President and works closely with the Director, Planning & Organizational Development. He/she also interacts with Let's Talk Science personnel and volunteers throughout the organization and liaises and represents Let's Talk Science with outside research and evaluation partners.

Interested candidates should submit their resume and cover letter including salary expectations and quoting "Trottier Foundation Fellow, Research & Evaluation" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 p.m. on **July 19, 2017**. Please submit 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.