

Let's Talk Science Position Posting

Position Title: Summer Programming Assistant, Let's Talk Science Outreach
Position Status: 37.5 hours/week for 16 weeks
Closing Date: March 22, 2020

THE OPPORTUNITY

Let's Talk Science is a national charitable education and outreach organization with a deep commitment to supporting youth development. Since our inception in 1993, we have impacted more than 7 million youth and educators with programs and learning resources that build confidence, critical skills and interest in science, technology, engineering and math (STEM).

Let's Talk Science is committed to the principal of equal employment opportunity for all employees and provides a work environment free of discrimination and harassment. Let's Talk Science complies with the Employment Equity Act and provides equal employment opportunities to groups including women, Indigenous persons, persons with disabilities and members of visible minorities.

Located in the Greater Toronto Area (GTA), ON, this position will report to the Assistant Regional Coordinator, Let's Talk Science Outreach (Ontario). This position will work closely with other members of the Youth & Volunteer Experience team, including Outreach Site Coordinators at local post-secondary partner sites. The incumbent will also interact with other Let's Talk Science personnel and volunteers at local post-secondary sites. This opportunity may periodically require the need to deliver outreach activities in more remote locations.

This is a summer student role working 37.5 hrs/ week for 16 weeks.

Please visit our web site (letstalkscience.ca) to learn more about our organization.

RESPONSIBILITIES

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics and deliver science outreach activities
- 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 licence and at least 21 years of age with access to own vehicle an asset
- 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)
- Willingness to travel to remote locations (travel expenses will be reimbursed)
- 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
- Experience mentoring volunteers preferred

SKILLS AND EXPERIENCE THE SUMMER PROGRAMMING ASSISTANT, LET'S TALK SCIENCE OUTREACH WILL GAIN:

- Interpersonal skills, working in a team environment
- Communication, problem solving and organizational skills
- Experience working in a professional not-for-profit environment

Interested candidates should submit their resume and cover letter quoting "Summer Programming Assistant-GTA" by **11:59pm on March 22, 2020** to:

Shawna Agathos

Coordinator, Human Resources

Let's Talk Science, 1510 Woodcock Street, London, ON N6H 1S5

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

FAX: (519) 474-4085

If you have a disability that requires an accommodation to assist you with any aspect of the hiring process, please contact Human Resources Coordinator listed above. Let's Talk Science is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals. While we appreciate all applications, only those invited for an interview will be acknowledged.