

Let's Talk Science Position Posting

Position Title: Communications Intern
Position Status: 37.5 hours/week for 16 weeks
Closing Date: March 22, 2020

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.

Located in London, Ontario, this position will report to the London-based Communications Officer at the Let's Talk Science. In addition, this position will work closely with the other members of the Communications & Marketing teams as needed based on projects assigned.

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

RESPONSIBILITIES

- Assist with tracking, coordination and planning of events
- Assist with preparing and distribution of communications materials including media releases
- Assist with updating Let's Talk Science contacts lists
- Research, write and edit compelling content for letstalkscience.ca and/or Let's Talk Science newsletters
- Assist with editing and publishing content to Let's Talk Science web properties
- Complete research on new marketing/promotional tactics, including trends in social media and associated hashtags
- Review, compile and organize electronic photo library for photos and accompanying permissions for general use

REQUIREMENTS/QUALIFICATIONS

- Post-secondary student with interests in administration, marketing, communications, public relations and/or related fields
- Young person between the ages of 15 and 30
- Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- Self-starter with excellent organizational, communication and research skills
- Interest in working in non-profit sector and/or in education

SKILLS AND EXPERIENCE THE COMMUNICATIONS INTERN WILL GAIN:

- Skills in writing, presentation, as well as web-based communication and promotion
- Computer skills, including use of Google Analytics, an e-communications management platform, contact managements systems and web site content management systems
- Interpersonal skills, experience working in a team environment
- Communication and organizational skills
- Experience working in a not-for-profit education environment
- Increased understanding of communications and the role it plays in communication and organizational advancement
- Research skills gained through refined Internet searches

Please note that the availability and terms of this position are dependent on approval of financing from Service Canada.

Interested candidates should submit their resume and cover letter quoting "Communications Intern, London, Ontario" 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.