

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Summer Program Assistant, Educator Experience

*Position Status:* 37.5 hours/week for 16 weeks

*Closing Date:* March 22, 2020

### THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, LTS offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. LTS has excited, inspired and engaged more than 7 million children, youth, educators and volunteers in STEM since its inception.

This position is located in our office in Calgary, Alberta. This position will report to the Director, Professional Learning. In addition, this position will work closely with other Let's Talk Science staff (some of whom work from virtual offices).

We invite you to visit our web site ([letstalkscience.ca](http://letstalkscience.ca)) to learn more about our organization.

### Responsibilities:

- Assemble Let's Talk Science facilitator kits for workshops including: construction, assembly and maintenance of materials; purchasing and replenishing supplies; updating content; and shipping to workshop locations as appropriate
- Prepare and distribute supplies in support of Let's Talk Science programming for educators
- Provide logistical support for Let's Talk Science professional learning events in various locations
- Assist with related administrative clerical duties
- Other duties as requested/required within the scope of the position
- Support development of content for workshops and online learning experiences including formatting, layout, closed captioning, basic video editing and basic graphic design.
- Proofreading and editing of workshop materials and facilitator guides.

### Requirements/Qualifications

- Completion of a post-secondary education, preferably in a STEM, education, business or administrative related discipline
- A minimum of two (2) years in an administrative role
- Bilingualism (English and French) an asset

### Skills and Abilities

- Working knowledge of Microsoft Office, Internet applications, and an 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
- Strong project coordination skills to coordinate work on multiple projects and for multiple people, some of whom work from virtual offices
- Demonstrated customer service orientation with 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 well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Ability to track expenses and forecast expenditures an asset
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

### **Working Relationships**

This position reports to the Director, Professional Learning and works closely with other staff within the Educator Experience team and other Programs staff.

Interested candidates should submit their resume and cover letter, including salary expectations as outlined below and quote "Summer Program Assistant, Educator Experience" by **11:59 p.m. ET on March 22, 2020** to:

Shawna Agathos

Coordinator, Human Resources, Let's Talk Science

1510 Woodcock Street, Unit 12 London, ON N6H 5S1

Or via email: [hr@letstalkscience.ca](mailto: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 Manager, Human Resources listed above. Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.***