Let's Talk Science Position Posting
Position Title: Summer Programming Assistant *(2 positions available)*
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 7 million children, youth, educators and volunteers in STEM since its inception.

Located in London, Ontario, this position will report to the Program Support Coordinator, Let's Talk Science Outreach. In addition, this position will work closely with the other program delivery staff on projects relating to these areas of the organization.

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

We invite you to visit our web site (letstalkscience.ca) to learn more about our organization.

RESPONSIBILITIES

- Refurbish Let's Talk Science workshop kit lending library stocking including: replenishing supplies; updating content; and shipping to outreach sites as appropriate
- Prepare and distribute supplies in support of Let's Talk Science programming for educators and youth
- Develop, prepare and deliver new STEM- based hands on activities for community events
- Assist with related administrative clerical duties
- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics and deliver science outreach activities in London and area; including Indigenous gatherings and/or community outreach

REQUIREMENTS/QUALIFICATIONS

- Some university or college education, preferably in an area related to science, engineering, technology, or math
- 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
- Naturally organized, self-starter with a systems thinking orientation
- Interest in working in the non-profit sector, science outreach and/or education
- Experience with delivering science outreach activities an asset

SKILLS AND EXPERIENCE THE PROGRAMMING ASSISTANT WILL GAIN:

- Computer, research, and data analysis skills, gained through refined Internet searches and use of survey analysis software
- Interpersonal skills, working in a team environment
- Communication and organizational skills
- Experience working in a not-for-profit education environment

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 "Summer Programming Assistant- London, ON" 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.