

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 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 Ottawa, Ontario, this position will report to the Regional Coordinator, Let's Talk Science Outreach (Ontario) at Let's Talk Science and Sue McKee, Director Let's Talk Science in Ottawa. In addition, this position will work closely with other members of the Let's Talk Science Outreach team, including Site Coordinators in Ottawa. Please note that this opportunity will require travel for delivery of outreach activities on a periodic.

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

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics and deliver science outreach activities throughout the Ottawa and surrounding area, including classroom workshops and community outreach at festivals and events
- 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
- Assist with activity bookings as required
- Previous volunteering experience with Let's Talk Science preferred
- Other duties as requested/required within the scope of the position

REQUIREMENTS/QUALIFICATIONS

- Some post-secondary education in a STEM or education related discipline
- Bilingual (English and French) required
- Experience leading and delivering science outreach activities
- Young person between the ages of 21 and 30 with a valid driver's license
- Must be a Canadian Citizen
- 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 within the provinces of Ontario and Quebec for up to a week at a time (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

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- Ottawa, 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.