

LET'S TALK SCIENCE POSITION POSTING

Position Title: Web Assistant
Position Status: 37.5 hours per week for 16 weeks.
Closing Date: March 22, 2020

THE OPPORTUNITY

Join Let's Talk Science, 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). Through our programs, resources and services, we inspire Canadian children and youth of all ages to fulfill their potential and prepare for future careers by supporting their learning and engagement through STEM. Let's Talk Science has excited, inspired and engaged more than 4 million children, youth, educators and volunteers in STEM since its inception.

The location for this position is our National Office in London, Ontario.

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

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

POSITION

The Web Content Assistant will assist with the scheduling, creation and posting of content in support of the consolidation of the organization's current web presence.

Responsibilities:

- Review, edit, and/or prepare content ready for posting on Let's Talk Science/Parlons sciences websites
- Post content on Let's Talk Science/Parlons sciences websites within content management systems (CMSs) while following established guidelines for posting
- Tag posted content with the appropriate tags from a search, accessibility and/or search engine optimization (SEO) perspective
- Support the facilitation of the translation and validation process, as appropriate
- Other duties as requested/required that are within the scope of the position
- Assist with preparation and creation of content (e.g. articles, images, videos, pdfs, resources, links,

Requirements/Qualifications

- Some post-secondary studies with a focus in web development, digital communications or a related discipline; equivalent experience will be considered
- Knowledge of web and information technology practices, products and processes
- Working understanding of content management systems; experience with Drupal is considered a strong asset
- Understanding of HTML, CSS and JavaScript preferred
- Understanding of Search Engine Optimization (SEO) and Website Accessibility preferred
- Bilingual (English and French) considered an asset

Skills and Abilities

- Comfort with technology and an ability to learn new software and platforms
- Comfortable working independently and with colleagues and team members
- Strong interpersonal skills and an ability to work in a team environment
- Strong written and verbal communication skills
- Detail oriented with strong organizational and problem solving skills
- Ability to be flexible and work with multiple evolving projects at the same time

Interested candidates should submit their resume and cover letter including salary expectations and quoting **"Web Assistant, London Ontario"** by **11:59 p.m.** on **March 22, 2020** to:

Shawna Agathos

Coordinator, Human Resources, Let's Talk Science

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

Or via email: 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 Human Resources Coordinator listed above. Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.