

LET'S TALK SCIENCE POSITION POSTING

Position Title: Education Specialist, Digital Development

Position Status Full-time, 2-year renewable contract, eligible for benefits

Closing Date: Applications are encouraged by 11:59 pm ET on August 18, 2020; however; the position will remain open until filled

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 London, ON, Calgary, AB, or St. John's NL. However, work from a home office may be negotiable for the right candidate.

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

POSITION

The Education Specialist, Digital Development enhances our capacity to support educators and students across Canada. The incumbent will participate in the development and delivery of digitally based programs and resources for educators and their students across Canada. The Education Specialist, Digital Development supports the philosophy of a hands-on / minds-on approach to learning science, technology, engineering and math (STEM) and to making STEM relevant and engaging for the target audiences, while ensuring programs and services delivered are in alignment with current education pedagogy, curriculum and assessment practices.

Responsibilities:

- Contribute to the development and delivery of digital based programs and resources for educators with a focus on STEM
- Contribute to the development of resources to support educator implementation of science, technology, engineering, and math (STEM) in the classroom
- Ensure program content developed and delivered is in alignment with current curriculum and pedagogical practices
- Participate in program evaluation and reporting requirements, including collecting and providing data to other organizational representatives as needed
- Attend training sessions provided by Let's Talk Science
- Manage relationships with third party service providers as required to develop Let's Talk Science / Parlons sciences education resources
- Actively participate in all aspects of Let's Talk Science's strategic and relevant work plans
- Represent Let's Talk Science at various workshops, symposiums and educator conferences, as assigned
- Stay current on pedagogical issues and trends in STEM and 21st century learning skills, sharing and integrating learnings into work as appropriate
- Build and maintain relevant educator relationships on behalf of Let's Talk Science (e.g. school administrators, board/district administrators, teachers, etc.); ensuring relevant information is tracked in Let's Talk Science systems
- Actively market and seek educator engagement with Let's Talk Science / Parlons sciences digital-based educator resources and programming

- Coordinate the logistics of involving educators in development opportunities for Let's Talk Science / Parlons sciences digital learning initiatives (e.g. content creation, focus groups, reviews etc.)
- Using Let's Talk Science protocols communicate regularly with educators to provide user support and/or ongoing professional learning regarding the use of digital educator resources and programming
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- B.Ed., post-secondary education in science, technology, engineering or math (STEM) and/or graduate studies in the field of education considered assets
- A minimum of 5 years' experience in the formal K-12 education sector
- Demonstrated classroom experience using technology (online learning and assessment, use of interactives, Google Classrooms or other platforms, etc.)
- Proven ability to successfully develop and implement work plans and educational programs and resources
- Bilingualism (French and English) strongly desired
- First Nations, Métis, or Inuit heritage an asset
- A good understanding and knowledge of diverse Indigenous cultures across Canada
- Willingness to travel (to staff meetings in London, ON, educator conferences, professional learning sessions and/or client/customer meetings as required)

Skills and Abilities

- Strong organizational and self-management skills with an ability to manage work on multiple projects while maintaining accuracy and attention to detail
- Strong emotional intelligence with proven interpersonal and mentorship skills
- Outstanding oral and written communication skills
- High energy and enthusiasm with a passion for education
- Excellent working knowledge and understanding of formal education sector as it relates to inquiry, problem solving competencies and skills, student learning and assessment and curriculum
- Ability to think critically about the learning process and how to create meaningful activities with strong student engagement
- Ability to adapt to changing demands and to troubleshoot and resolve problems quickly
- Demonstrated ability to work independently as well as in a collaborative team
- Respect for diverse worldviews and community context including an understanding of working with people from diverse racial, ethnic and socioeconomic backgrounds
- Proficient in use of MS Office, MS Outlook, MS Teams, Google Apps and Internet search techniques and a willingness to learn and adapt to new technology as it emerges in the field
- Proficient with social media (Facebook, Twitter) and comfort with using these tools to conduct business

Working Conditions

- Reports to the Manager, Digital Development
- Works closely and collaboratively with other Education Specialists and Let's Talk Science staff working on the development and delivery of Let's Talk Science digital learning programs
- Works with staff in Marketing and Communications, Web Development, Fund Development, Finance, Administration and Information Systems functions
- Manages relationships with clients, education stakeholders and/or external contractors as assigned
- Interacts with other Let's Talk Science personnel

Interested candidates should submit their resume and cover letter including salary expectations and quoting "Education Specialist, Digital Development" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 pm ET on August 18, 2020 to:

Shawna Agathos

Coordinator, Human Resources, Let's Talk Science

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 building a diverse workforce reflective of Canadian society and invite applications from all qualified individuals. Let's Talk Science is committed to employment equity and diversity in the workplace, and welcomes applications from members of racialized groups, Indigenous persons, persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations to assist you with any aspect of the hiring process, please contact the Human Resources Coordinator listed above to arrange reasonable and appropriate accommodation measures which will enable you to be assessed (or "to participate") in a fair and equitable manner. While we appreciate all applications, only those invited for an interview will be acknowledged.