

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Program Development Manager

*Position Status:* 2-year renewable contract, eligible for benefits

*Closing Date:* Applications are encouraged by 11:59 pm ET on August 11, 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. Let's Talk Science 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 (<https://letstalkscience.ca/>) to learn more about our organization.

### POSITION

The Program Development Manager, Professional Learning is responsible for coordinating and overseeing the development of all content related to professional learning activities for Early Years – Grade 12 educators. The incumbent will lead the team that develops content resources (used in person and online) and they will ensure seamless transitioning of the content to the professional learning delivery team for implementation. The incumbent supports the Let's Talk Science philosophy of an inquiry-based and problem solving-based approach to learning science, technology, engineering and mathematics (STEM) and to making STEM relevant and engaging for the target audiences with the ultimate goal being to support student learning. This position works closely with the Director and Program Delivery Manager on both strategy and operations.

### Responsibilities:

- Work closely with the Director and Delivery Manager, and other staff, to help implement a blended professional learning strategy (face-to-face and online) for educators with an emphasis on assigned program, projects and region(s), as required
- Develop and implement a detailed work plan which identifies and sequences the activities needed to successfully develop online and in-person training resources for all aspects of Let's Talk Science Professional Learning (Early Years – Grade 12)
- Ensure professional learning resources follow best practices in effective adult learning strategies and align with the Let's Talk Science learning philosophy
- Ensure that professional learning resources provide high quality user experiences that increase educator engagement and inspire repeat engagement
- Manage resources to ensure the effective hand-over of resources to the delivery team
- Work with external stakeholders and contractors as required
- Ensure resources value diversity and are inclusive
- Facilitate delivery of professional development as agreed upon with Director and Delivery Manager
- Assist in Let's Talk Science research and program evaluation initiatives as requested
- Stay current on pedagogical issues and trends in STEM education and adult learning and share with Let's Talk Science teams

## **Team Administration**

- Lead the Professional Learning Development team, including oversight for budget, and contributing to work planning as well as setting and ensuring achievement of targets for related work
- Manage, coach and mentor employees assigned to the Professional Learning Development function within the Educator Experience team and actively participate in recruitment of team members as required
- Prepare reports, including metrics on Professional Learning development activity, reports to the Board, senior leaders and/or funders and work plans and proposals for future activities, working with other team members as appropriate
- Actively participate in the management of Let's Talk Science and its programs, including participating on key committees, attending meetings regularly and bringing forward issues for prioritization, discussion and decision
- Ensure activities under management operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards
- Other duties as requested/required that are within the scope of the position

## **Requirements/Qualifications**

- University Degree in Instructional Design or a related subject, Project Management Professional (PMP) certification an asset
- At least 7 years experience with the formal education sector including experience in online learning;
- Broad and deep knowledge of K-12 education pedagogy, student learning and assessment
- Understanding of effective adult learning strategies
- Proven experience leading a remote team
- Bilingual (English and French) preferred
- Willingness to travel to meetings and other events as required
- A good understanding and knowledge of diverse Indigenous cultures across Canada

## **Skills and Abilities**

- Demonstrated success developing a range of professional learning programs, including online learning experiences for educators
- Excellent team leadership skills, including negotiation, communication, coaching
- Excellent organizational and self-management skills accuracy and attention to detail
- Demonstrated project management experience: can stay on top of multiple projects, plan backwards and anticipate obstacles, pursue goals with energy, and identify and involve stakeholders appropriately
- Excellent working knowledge and understanding of the K-12 education sector, including curriculum and assessment policies
- Knowledgeable of complex learning theories, assessment and evaluation methods, and learning styles
- Very knowledgeable of learning management systems (such as Brightspace by D2L, Moodle, Blackboard, or Canvas), knowledgeable of website design, program editing, video technology, Web conferencing and other multimedia
- Knowledge of accessibility laws and best practices including the Accessibility for Ontarians with Disabilities Act (AODA)
- Experience working with subject matter experts to develop training content
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing, with audiences at all management levels
- Excellent writing and editing skills required in English and preferred in French
- Ability to help troubleshoot technical problems and address user-reported issues
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Ability to operate on a strategic level including foreseeing potential impacts of the operating environment and managing risk

- Proficient in use of MS Office Suite (Word Excel, PowerPoint, Outlook, Teams), Google Apps (Slides, Docs, Sheets), Zoom and a willingness to learn and adapt to new technology as it emerges in the field
- Ability to adapt to rapidly changing demands
- Ability to troubleshoot and resolve problems quickly
- Proven interpersonal, mentoring and collaborative skills with an ability to build and maintain lasting relationships with key business partners and customers
- Demonstrated leadership skills, including the ability to manage a virtual team while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Respect for diverse worldviews and community context including an understanding of working with people from diverse racial, ethnic and socioeconomic backgrounds

### **Working Conditions**

- Reports to the Director, Professional Learning
- Works closely and collaboratively with the Program Delivery Manager, Professional Learning
- Works closely and collaboratively with the VP, Programs and other staff within the Educator Experience Team
- Works closely and collaboratively with staff within Web Development, and other program teams.
- Manages relationships with external contractors and other relevant stakeholders
- Interacts with other Let's Talk Science personnel

### **Direct Reports**

- Education Specialists, Professional Learning as assigned to Development function

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Program Development Manager" as outlined below by 11:59 pm ET on **August 11, 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 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.*