

LET'S TALK SCIENCE POSITION POSTING

Position Title: Facilitation Specialist, Professional Learning (Delivery)

Position Status: Full-time renewal contract through August 31, 2021; eligible for benefits

Closing Date: Applications are encouraged by 11:59 pm ET on December 7, 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.

Work location for this position is flexible; however, strong preference will be given to candidates in NL.

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

POSITION

The Facilitation Specialist, Professional Learning enhances our capacity to support educators and students across Canada. The incumbent will deliver professional learning opportunities for educators aimed at increasing educator capacity and confidence using Let's Talk Science's resources. The Facilitation Specialist, Professional Learning supports the philosophy of a hands-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. The incumbent also provides training, coaching and guidance to contracted facilitators.

Responsibilities:

- Develop and deliver necessary foundations training for facilitators to deliver education programming
- Coach and be the first point of contact for contracted facilitators on session delivery and mentoring
- Meet with contracted facilitators to provide guidance on individual session deliveries
- Create community with contracted facilitators through pre-scheduled group meetings and community building events
- Communicate important information on upcoming programs and bookings as well as training sessions to contracted facilitators.
- Gain insights from contracted facilitators as well as session participants on needs for professional learning
- Review facilitator feedback and session feedback in order to provide formative assessments to contracted facilitators to aid them in their growth as a facilitator and leader
- Facilitate virtual and face to face learning opportunities including training videos for facilitators and workshops for educators
- Provide technical support and chat host support during virtual sessions
- Guide and mentor fellow professional learning team members on best practices in facilitating online and in person for adult learners
- Create opportunities for ongoing learning and training throughout the year for contracted facilitators
- Create training on tools and platforms that are utilized in the facilitation of virtual and in person learning opportunities
- Collaborate with professional learning team members to design educational experiences that meet the needs of our educator audience

- Utilize organizational strategic direction to implement professional learning programs with a focus on the contracted facilitator program
- Contribute ideas based on insights and research into new ways of engaging educators in programming and events
- Collaborate with professional learning team members to design online training spaces for program and session delivery
- Create discussion boards, create and award badges and certificates, develop reflection questions and quizzes, as well as build content areas for various programs including contracted facilitator training
- 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
- Stay current on pedagogical practices utilized by K-12 educators
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- B.Ed. and a minimum of 5 years experience in the K-12 education sector; a similar combination of education and experience will be considered
- Bilingualism (French and English) strongly desired
- Understanding of K-12 educators, their needs and the needs of their students
- Demonstrated experience delivering in person and/or online/virtual professional learning experiences with educators
- Experience designing train the trainer, preferably with educators and use of Adult Learning Principles
- First Nations, Métis, or Inuit heritage an asset
- A good understanding and knowledge of diverse Indigenous cultures across Canada
- Proven ability to successfully develop and implement work plans and educational programs
- 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 in virtual and in-person environments
- 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
- Experience developing/delivering professional learning experiences about competency-based learning; use of technology; computational thinking/coding etc.
- 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
- Ability to take initiative and problem solve
- 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 Relationships

- Reports to the Education Program Manager, Professional Learning as primarily assigned to the delivery function within Let's Talk Science Professional Learning operations
- Works closely and collaborates with other team members and Let's Talk Science staff working on the development and delivery of Let's Talk Science 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 quote "Facilitation Specialist, Professional Learning (Delivery)" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 p.m. ET on **December 7, 2020** to:

Shawna Agathos

Human Resources Generalist, Let's Talk Science

1510 Woodcock Street, Unit 12, 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.