

LET'S TALK SCIENCE POSITION POSTING

Position Title: Outreach Delivery Coordinator, Youth and Volunteer Experience

Position Status: Up to three (3) contract positions through to August 31, 2021; eligible for benefits, may be extended or renewed

Closing Date: Applications are encouraged by 11:59 pm ET on December 13, 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, preference will be given to candidates in the following provinces, BC, AB, SK, MB, ON, QC, or NL.

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

POSITION

The Outreach Delivery Coordinator, Youth and Volunteer Experience will work with national Let's Talk Science staff to coordinate, plan and execute virtual science, technology, engineering and math (STEM) outreach programming. This includes hosting and leading online outreach activities and events.

Responsibilities:

- Coordinate the successful delivery of Let's Talk Science virtual programming delivered by the National Office
 - Contribute to planning including timelines, milestones, and deliverables
 - Ensure work plan is executed, tracking event planning progress, and working with and reporting back to the national cross-organization project team
 - Lead or co-lead the delivery of virtual hands-on activities; host virtual events; support volunteers involved in delivery
 - Recruit and train volunteers to support virtual events; provide volunteer recognition
 - Coordinate communication of information related to programming including schedules, registration information, needs and other documentation necessary to ensure success
 - Ensure completion of all events within resourcing constraints
 - Ensure educators, youth and volunteers have a high quality experience; this includes but is not limited to adequately promoting the event, ease of registration, prompt responses to inquiries directed to the National Office, a positive experience during delivery, and appropriate follow up
 - Collaborate to ensure proper web presence on the Let's Talk Science corporate website, and ongoing marketing of programming, to ensure good attendance
 - Collaborate to showcase digital resources (for youth and educators) supporting the events
 - Collaborate to ensure proper donor recognition during events and contribute to reports for event funders
 - Oversee event survey implementation
 - Support the engagement of industry professional volunteers and donor volunteers within the events

- Coordinate and facilitate activity specific volunteer training as needed
- Identify and advise on national issues and opportunities, as appropriate
- Support and attend the National Training Conference and Regional Training Conferences for Let's Talk Science Outreach/Sensibilisation Parlons sciences, as appropriate
- Represent Let's Talk Science at various workshops, educator conferences and Let's Talk Science Outreach events, as assigned
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Post-secondary education in a relevant field – science, technology, engineering, math (STEM) or education
- Minimum two years of experience in STEM outreach (coordination and delivery)
- Bilingualism (English and French) strongly desired
- Experience leading a project or program
- Experience working with post-secondary students, educators and youth
- Knowledge of Microsoft Office Professional, including Outlook and a comfort learning and working with new technology
- Previous involvement with Let's Talk Science an asset

Skills and Abilities

- Demonstrated project management skills used to deliver successful events and/or programs
- Strong organizational skills; accuracy and attention to detail
- Strong written and oral communication skills in English (and ideally in French)
- 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
- Professional and courteous telephone and personal manner
- Ability to work outside of regular hours on occasion

Working Relationships

- Reports to the Program Support Manager, Let's Talk Science Outreach
- Works with the Communications team to ensure proper web presence on the Let's Talk Science corporate website, and ongoing marketing of programming, to ensure good attendance
- Works with the Digital Development team to showcase digital resources (for youth and educators) supporting the events
- Works with the Fund Development team to ensure proper donor recognition during events and reporting
- Works closely with post-secondary Outreach site coordinators and local event coordinators
- Interacts regularly with educators participating in events
- Liaises with external vendors as needed

Interested candidates should submit their resume and cover letter including salary expectations and quote "Outreach Delivery Coordinator, Youth and Volunteer Experience" as outlined below by 11:59 pm ET on

December 13, 2020 to:

Shawna Agathos

Human Resource 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 Resource Generalist 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.