

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Program Assistant, Youth & Volunteer Experience

*Position Status:* Full-time contract through August 31, 2021

*Closing Date:* Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on November 29, 2020

### 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. 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 Assistant, Youth & Volunteer Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programs. This will include preparing material for activities and delivering activities as required.

### Responsibilities:

- Make travel and accommodation arrangements and prepare expense reports for program staff
- Provide program and administrative support to the team
- Maintain information related to the Let's Talk Science Outreach program in Let's Talk Science's information systems and databases
- Prepare and distribute supplies in support of Let's Talk Science programming for educators, volunteers and youth
- Develop, prepare, test and deliver new STEM-based hands on activities for community events
- Work with Let's Talk Science Outreach Program staff and volunteers to deliver science outreach activities in local area; including community outreach, in order to field test new activities
- Contribute to regional and national conferences for the Let's Talk Science Outreach program
- Other tasks as requested/required that are within the scope of the position

### Requirements/Qualifications

- Some university or college education, preferably in an area related to science, engineering, technology, or math
- Working knowledge of Microsoft Office, databases, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- Naturally organized, self-starter with a systems thinking orientation
- One to two (1-2) years' of experience in an outreach, education or administrative role
- Previous involvement with Let's Talk Science and/or experience working with academic professionals, post-secondary students, educators and/or youth are strong assets
- Bilingualism (English and French) highly desired

## Skills and Abilities

- Works both autonomously and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Excellent organizational skills with ability to coordinate work on multiple projects and for multiple people, some of whom work from virtual offices
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Demonstrates excellent customer service skills and relates well to others
- Ability to take initiative and problem solve
- Effective oral and written communication skills

## Working Relationships

- Reports to the Program Support Manager, Let's Talk Science Outreach
- Works closely and collaboratively with members of the Youth & Volunteer Experience team and other teams
- Works closely with a range of Let's Talk Science coordinators and volunteers
- Interacts with Let's Talk Science staff members

Interested candidates should submit their resume and cover letter including salary expectations and quote "Program Assistant, Youth and Volunteer Experience" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 p.m. ET on **November 29, 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](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.*