

LET'S TALK SCIENCE POSITION POSTING

Position Title: Coordinator, Volunteer Professional Development & Training

Position Status: Full-time contract through June 2021

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 Coordinator, Volunteer Professional Development & Training contributes to the development of and coordinates the training and professional development programs for Let's Talk Science volunteers and site coordinators.

Responsibilities:

- Organize online events (some with partners) contributing to volunteer professional development (e.g. career panels, webinars)
- Facilitate and/or deliver volunteer training and professional development online and in person (e.g. volunteer orientation and training, activity development workshop, indigenous training, etc.)
- Contribute to the development of the volunteer training & professional development strategy
- Contribute to the development and maintenance of an annual work plan for volunteer training and professional development, including monitoring the associated budget
- Write and maintain standard operating procedures and other documentation to document associated procedures, as appropriate
- Act as a Learning Management System (LMS) expert for the Youth and Volunteer Experience team; including supporting its use by others
- Develop online professional development and training content, making sure it addresses needs of the volunteers
- Maintain/update and look for opportunities to improve our resources by keeping volunteer training materials and manuals up to date to ensure they are maintained in the best medium (PDF, online, LMS, etc.)
- Deliver volunteer training as needed to assist regional coordinators
- Develop and lead volunteer regional training and professional development events as appropriate (note: at the time of posting only virtual events are being delivered)
- Contribute to the development and delivery of the content at regional and national outreach conferences, as appropriate
- Contribute to evaluation and tracking of volunteer training and professional development activities
- Monitor and share trends in volunteer training and development as appropriate

- Establish and manage relationships with relevant partners
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Post-secondary education, graduate degree or diploma in science, technology, engineering or math or education preferred
- Minimum three (3) years of related experience, including at least one (1) year of volunteer management experience; previous involvement with the Let's Talk Science Outreach program an asset
- Knowledge of Learning Management Systems an asset
- At least one (1) year of experience developing and delivering professional development, ideally to post-secondary students
- Willingness to travel throughout the country
- Good knowledge of Microsoft Office Professional, including Microsoft Outlook
- Ability to read, write and speak English fluently and proficiently
- Bilingualism (English and French) strongly preferred
- Formal training or experience in instructional design an asset

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 organization and self-management skills;
- Ability to work well under pressure and meeting deadlines, while maintaining accuracy and attention to detail
- Comfort with technology and a willingness to learn and adapt to new technology and software
- Ability to take initiative and perform requested tasks with minimal direction
- Excellent oral and written communication skills and presentation skills
- Ability to work outside of regular hours on occasion, including weekends
- Ability to troubleshoot and resolve problems quickly
- Experience developing and overseeing work plans and budgets
- Ability to contribute to strategic thinking and demonstrated conceptual thinking skills

Working Relationships

- Reports to the Director, Youth & Volunteer Experience
- Works closely 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 "Coordinator, Volunteer Professional Development & Training" 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.