

Let's Talk Science Position Posting

Position Title: Communications Intern
Position Status: 37.5 hours/week for 16 weeks
Closing Date: March 14, 2021

THE OPPORTUNITY

Let's Talk Science is an award-winning, national, charitable organization focused on education and outreach to support youth development. We create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM) to support learning and skill development. Our programs, resources and services, we motivate and empower children and youth in Canada to fulfill their potential and prepare for their future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

Located in London, Ontario, this position will report to the London-based Senior Communications Officer at the Let's Talk Science. In addition, this position will work closely with the other members of the Communications & Marketing teams as needed based on projects assigned.

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

RESPONSIBILITIES

- Assist with tracking, coordination and planning of virtual and in-person events
- Assist with preparing and distribution of communications materials including media releases
- Assist with updating Let's Talk Science contacts lists
- Research, write and edit compelling content for letstalkscience.ca and/or Let's Talk Science newsletters
- Assist with editing and publishing content to Let's Talk Science web properties
- Complete research on new marketing/promotional tactics, including trends in social media and associated hashtags
- Review, compile and organize electronic photo library for photos and accompanying permissions for general use

REQUIREMENTS/QUALIFICATIONS

- Some post-secondary studies with a focus on marketing, communications, public relations and/or related fields
- Young person between the ages of 15 and 30 with Canadian citizenship or permanent residency
- Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- Self-starter with excellent organizational, communication and research skills
- Interest in working in non-profit sector and/or in education
- Bilingual (English and French) an asset

SKILLS AND EXPERIENCE THE COMMUNICATIONS INTERN WILL GAIN:

- Skills in writing, presentation, as well as web-based communication and promotion
- Computer skills, including use of Google Analytics, an e-communications management platform, contact managements systems and web site content management systems
- Interpersonal skills, experience working in a team environment
- Communication and organizational skills
- Experience working in a not-for-profit education environment
- Increased understanding of communications and the role it plays in communication and organizational advancement
- Research skills gained through refined Internet searches

Please note that the availability and terms of this position are dependent on approval of financing from Service Canada.

Interested candidates should submit their resume and cover letter quoting “Communications Intern, London, Ontario” by **11:59pm ET on March 14, 2021** to:

Shawna Agathos

Human Resources Generalist

Let's Talk Science, 1510 Woodcock Street, London, ON N6H 1S5

EMAIL: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let's Talk Science invites applications from all qualified candidates. We are committed to employment equity and building a diverse workforce reflective of Canadian society and especially welcome applications from racialized persons / persons of colour, women, Indigenous persons, persons with disabilities, LGBTQ2 persons and others who may contribute to the diversification of ideas. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact the Human Resources representative listed above. Please also note that applicants must be legally entitled to work in Canada. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.