

LET'S TALK SCIENCE POSITION POSTING

Position Title: Web Content Assistant
Position Status: 37.5 hours per 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 Manager, Digital Development at Let's Talk Science. In addition, this position will work closely with the other members of the Digital Development team as needed based on projects assigned. Please note that due to COVID-19 Let's Talk Science is currently encouraging staff to work remotely when possible.

We invite you to visit our web site (letstalkscience.ca) to learn more about our organization.

POSITION

The Web Content Assistant will assist with the scheduling, creation and posting of content in support of the consolidation of the organization's current web presence.

RESPONSIBILITIES:

- Review, edit, and/or prepare content ready for posting on Let's Talk Science/Parlons sciences websites
- Post content on Let's Talk Science/Parlons sciences websites within content management systems (CMSs) while following established guidelines for posting
- Tag posted content with the appropriate tags from a search, accessibility and/or search engine optimization (SEO) perspective
- Support the facilitation of the translation and validation process, as appropriate
- Other duties as requested/required that are within the scope of the position
- Assist with preparation and creation of content (e.g. articles, images, videos, pdfs, resources, and links)
- Other duties as requested/required within the scope of the position

REQUIREMENTS/QUALIFICATIONS

- Some post-secondary studies with a focus in web development, digital communications or a related discipline; equivalent experience will be considered
- Young person between the ages of 15 and 30 with Canadian citizenship or permanent residency
- Knowledge of web and information technology practices, products and processes
- Comfort with technology and an ability to learn new software and platforms
- Working understanding of content management systems; experience with Drupal is considered a strong asset
- Self-starter with excellent organizational, communication and project management skills
- Detail oriented with an ability to be flexible and work with multiple evolving projects at the same time
- Understanding of HTML, CSS and JavaScript preferred
- Understanding of Search Engine Optimization (SEO) and Website Accessibility preferred
- Bilingual (English and French) considered an asset

SKILLS AND EXPERIENCE THE WEB CONTENT ASSISTANT WILL GAIN:

- Comfort working with technology and experience with a variety of software and platforms
- Computer skills, including use of contact management systems and web site content management systems
- Interpersonal skills, experience working in a team environment
- Communication, organizational project management and problem solving skills
- Experience working in a not-for-profit education environment and with technology teams

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 including salary expectations and quoting “**Web Content Assistant, London Ontario**” by **11:59 pm ET on March 14, 2021** to:

Shawna Agathos
Human Resources Generalist
Let's Talk Science
12 – 1510 Woodcock Street, 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 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.