

Let's Talk Science Position Posting

Position Title: Summer Programming Assistant (*up to 14 positions available*)
Position Status: 37.5 hours/week for 16 weeks
Pay Rate: \$17.00/hour
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.

Some of the positions will be located in the following communities – London, ON, Toronto, ON, Montreal, QC or St. John's, NL. For other positions, we would also be flexible to a candidate located in any of the following provinces – British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec or Newfoundland and Labrador. The incumbents of these positions will report to a designated member of the National Youth and Volunteer Experience team. In addition, this position will work closely with the other program delivery staff on projects relating to these areas of the organization. Please note that due to COVID-19 Let's Talk Science has currently paused all in-person outreach and is encouraging staff to work remotely when possible. If in-person outreach is allowed, this opportunity may require travel for delivery of outreach activities on a periodic basis.

This is a seasonal position working 37.5 hrs/ week for 16 weeks.

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

RESPONSIBILITIES

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics, develop and deliver science outreach activities online and in-person (if circumstances allow)
- Develop, prepare and deliver new STEM-based hands-on activities for community groups (online and in-person)
- Assist with activity bookings as required
- Refurbish Let's Talk Science workshop kit lending library stocking including: replenishing supplies; updating content; and shipping to outreach sites as appropriate
- Assist with related administrative clerical duties
- Other duties as requested/required within the scope of the position

REQUIREMENTS/QUALIFICATIONS

- Some post-secondary education in a STEM or education related discipline
- Over 21 with a valid driver's license
- Bilingual (English and French) required for some positions/locations and considered an asset for others
- Experience developing, leading and delivering science outreach activities, preferably with Let's Talk Science; experience with delivering online presentations and/or outreach strongly desired
- Experience working with kids across a broad age range, particularly between the ages of 8 and 18 (Gr. 3-12)
- Working knowledge of Microsoft Office, videoconferencing applications, and video creation/editing software
- Demonstrated Internet research skills and ability to learn new software
- Naturally organized, self-starter with a systems thinking orientation and strong project coordination skills
- Interest in working in the non-profit sector, science outreach and/or education
- Ability to work some evening and weekend hours as required for community events that may occur later in the summer or occur virtually in other time zones
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

- Willingness to travel for up to a week at a time (travel expenses will be reimbursed) if COVID-19 restrictions are lifted
- 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
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact
- Experience mentoring volunteers preferred

SKILLS AND EXPERIENCE THE PROGRAMMING ASSISTANT WILL GAIN:

- Computer, research, and data analysis skills, gained through refined Internet searches and use of survey analysis and video editing software
- Interpersonal skills, working in a team environment
- Communication, problem solving and organizational skills
- Experience working in a professional not-for-profit education environment

Please note that the availability and terms of some of these positions are dependent on approval of financing from Service Canada.

Interested candidates should submit their resume and cover letter quoting “Summer Programming Assistant” by **11:59pm EDT 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.