

## Let's Talk Science Position Posting

**Position Title:** Summer Programming Assistant, Let's Talk Science Outreach (*up to 5 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 of all ages 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 Ottawa, Ontario, this position will report to the Regional Coordinator, Let's Talk Science Outreach (Ontario) at Let's Talk Science and Sue McKee, Director Let's Talk Science in Ottawa. In addition, this position will work closely with other members of the Let's Talk Science Outreach team, including Site Coordinators in Ottawa. 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 summer student role working 37.5 hrs/ week for 16 weeks.

We invite you to visit our web site ([letstalkscience.ca](http://letstalkscience.ca)) to learn more about our organization.

### **RESPONSIBILITIES**

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics and deliver science outreach activities throughout the Ottawa and surrounding area, online and in-person (if circumstances allow)
- Develop, prepare and deliver new STEM-based hands-on activities for community events (online and in-person)
- Refurbish Let's Talk Science workshop kit lending library; including replenishing supplies and updating lesson plans to standard formats
- Assist with activity bookings as required
- 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
- Bilingual (English and French) required for some positions and considered an asset for others
- Young person between the ages of 18 and 30 with Canadian citizenship or permanent residency
- Access to a car and a valid driver's license an asset for some positions
- Ability to work some evening and weekend hours as required for community events
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)
- Willingness to travel within the provinces of Ontario and Quebec for up to a week at a time (travel expenses will be reimbursed) if COVID-19 restrictions are lifted
- Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- 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
- Naturally organized, self-starter with a systems thinking orientation and strong project coordination skills
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact

- Previous experience leading and delivering science outreach activities, volunteer experience with Let's Talk Science and/or experience mentoring volunteers considered assets

**SKILLS AND EXPERIENCE THE SUMMER PROGRAMMING ASSISTANT, LET'S TALK SCIENCE OUTREACH WILL GAIN:**

- Interpersonal skills, working in a team environment
- Communication, problem solving and organizational skills
- Experience working in a professional not-for-profit environment

***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 "Summer Programming Assistant, Ottawa, Ontario" 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](mailto: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.*