

LET'S TALK SCIENCE POSITION POSTING

Position Title: Program Coordinator, Educator Experience

Position Status: Full time, 2-year renewable contract; includes a comprehensive group benefit package

Closing Date: Open until filled, applications encouraged by July 19, 2021

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. LTS has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

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

POSITION

The Program Coordinator, Educator Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programming for educators. This will include providing administrative support to Let's Talk Science program staff (some of whom work from virtual offices) and providing efficient and quality support to other organizational activities as requested.

Responsibilities:

- Provide planning and logistical support for Let's Talk Science professional learning events in various locations
- Make travel and accommodation arrangements and prepare expense reports for program staff and/or external contractors
- Conduct recurring reviews and validation of user-submitted information for relevant programs
- Prepare and ship materials, supplies, and/or equipment as needed for program staff and users
- Set up and maintain document management systems and complete related administrative tasks
- Complete typing, printing, copying, faxing, and/or mailing of various types of correspondence (e.g. letters, presentations, meeting notes, registration packages)
- Coordinate meetings and events on behalf of program management as requested (coordinate schedules/reserve rooms/handle set-up/equipment/web conferencing/catering)
- Coordinate, coach, and mentor Program Assistants assigned to the Educator Experience team
- Act as a resource for any inquiries from registered or interested participants
- Coordinate translation and validation of French resources to ensure parity across the Educator Experience program
- Create supporting documents to accompany Professional Learning resources
- Manage the Professional Learning section and related events on the Let's Talk Science website
- Update Professional Learning materials in accordance with new events and marketing
- Collaborate with Communications and Marketing on the creation of promotional materials for Professional Learning opportunities
- Prepare program related data as needed for proposals, reports and other requests
- Represent Let's Talk Science at various workshops and educator conferences as assigned
- Support the tracking of budgets and expenses for professional learning events
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Completion of a post-secondary education, preferably in a STEM, education, business or administrative related discipline
- A minimum of three (3) years in an administrative role
- Experience working with educators and youth an asset
- Experience with electronic records and database programs
- Bilingualism (English and French) is required

Skills and Abilities

- Working knowledge of Microsoft Office, Internet applications, and an 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 organization
- Naturally organized, self-starter with a systems thinking orientation and an ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Strong project coordination skills to coordinate work on multiple projects and for multiple people, some of whom work from virtual offices
- Demonstrated customer service orientation with strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact
- Ability to help troubleshoot technical problems and address user-reported issues
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)
- Respect for diverse worldviews and community context including an understanding of working with people from diverse racial, ethnic and socioeconomic backgrounds
- Knowledge of accessibility laws and best practices including the Accessibility for Ontarians with Disabilities Act (AODA)
- Knowledge of learning management systems (such as Brightspace by D2L, Moodle, Blackboard, or Canvas) considered an asset
- Knowledge of website design, program editing, video technology, Web conferencing, and/or other multimedia considered assets
- Knowledge of Let's Talk Science products and services considered an asset

Working Relationships

- Reports to the Director, Professional Learning
- Works closely and in support of staff within Educator Experience and other Programs staff
- Works closely with staff in Communications and Marketing, Web Development and Operations functions
- Liaise with external vendors and educators as needed
- Interacts with other Let's Talk Science personnel and volunteers throughout the organization

Interested candidates should submit their resume and cover letter, including salary expectations as outlined below and quote "Program Coordinator, Educator Experience" by 11:59 p.m. ET on July 19, 2021 to:

Shawna Agathos

Human Resources 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 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, LGBTQ2S+ 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.