

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Program Assistant, Educator Experience

*Position Status:* Full time, 1-year renewable contract; includes a comprehensive group benefit package

*Closing Date:* Open until filled, applications encouraged by August 29, 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.

This position is located in our office in London, Ontario.

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

### POSITION

The Program Assistant, Educator Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programs. They will support the Professional Learning team by coordinating materials for program delivery as well as 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 and online
- Assemble Let's Talk Science facilitator kits for workshops including: construction, assembly and maintenance of materials; purchasing and replenishing supplies; updating content; and shipping to workshop locations as appropriate
- Support development of content for workshops and online learning experiences including formatting, layout, closed captioning, basic video editing and basic graphic design.
- Proofreading and editing of workshop materials and facilitator guides
- Coordinate meetings and events on behalf of program management as requested (coordinate schedules/reserve rooms/handle set-up/equipment/web conferencing/catering)
- Submit expenses on behalf of program staff
- Support the tracking of budgets and expenses for professional learning events
- Other duties as requested/required within the scope of the position

#### Requirements/Qualifications

- Completion of a post-secondary education, preferably in a STEM, education, business or administrative related discipline Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- A minimum of two (2) years in an administrative role
- Naturally organized, self-starter with a systems thinking orientation
- Bilingualism (English and French) highly desired

## Skills and Abilities

- 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 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 work well under pressure and meet deadline, while maintaining accuracy and attention to detail
- Effective oral and written communication skills
- Ability to track expenses and forecast expenditures an asset
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

## Working Relationships

- Reports to the Education Program Manager, Professional Learning
- Works closely with other members of the Education Experience team, including contracted Teacher Leaders
- Interacts with other Let's Talk Science personnel

Interested candidates should submit their resume and cover letter, including salary expectations as outlined below and quote "Program Assistant, Educator Experience" by 11:59 p.m. ET on August 29, 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](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, 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.*