

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Online Event Coordinator, Youth & Volunteer Experience

*Position Status:* Full-time, 15-month contract for parental leave coverage that may be renewed. It includes:

- Competitive pay
- Comprehensive group benefit package
- Remote/work from home is available for the right applicant

*Closing Date:* Position will remain open until filled; however, applications are encouraged by 11:59 pm ET on October 24, 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, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for 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.

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

### POSITION

The Online Events Coordinator, Youth and Volunteer Experience will work with national Let's Talk Science staff and local event coordinators to plan and direct the execution of Let's Talk Science symposiums events. The Online Events Coordinator, Youth and Volunteer Experience will also work with the Let's Talk Science team to support other special events of similar formats.

### Responsibilities:

- Coordinate the successful delivery of Let's Talk Science symposiums
  - Contribute to planning including timelines, milestones, and deliverables
  - Ensure work plan is executed, tracking event planning progress, and working with and reporting back to the national cross-organization project team
  - Update and distribute the Planning Guide for symposiums, as needed
  - Coordinate collection of information from event sites including schedules, registration information, needs and other documentation necessary to ensure success
  - Allocate and track use of national resources, balancing the needs of all event sites, while ensuring completion of all events within resourcing constraints
  - Provide full support to all event sites, including ensuring execution of symposiums, communication with stakeholders
  - Ensure educators and youth have a high quality experience; this includes but is not limited to adequately promoting the event, ease of registration, and prompt responses to inquiries directed to the National Office
  - Collaborate to ensure proper web presence on the Let's Talk Science corporate website, and ongoing marketing of the symposiums series, to ensure good attendance
  - Collaborate to showcase digital resources (for youth and educators) supporting the events
  - Collaborate to ensure proper donor recognition during events and contribute to reports for event funders
  - Oversee event survey implementation
  - Attend events virtually to support coordinators and hosts, as possible

- Prepare event information for import into Let's Talk Science/Parlons sciences central database, as appropriate
- Support the engagement of industry professional volunteers and donor volunteers within the events
- Coordinate and facilitate event specific volunteer training as needed
- Identify and advise on national issues and opportunities, as appropriate
- Work directly with partners from the research community to plan and execute additional Let's Talk Science symposiums
  - Work with senior leadership to arrive at MOUs with the partners they identify
  - Work with speakers from the partners to ensure they contribute to the success of the event and are well supported
- Support other special events with similar formats operated by Let's Talk Science Outreach/Sensibilisation Parlons sciences partner sites or the National Office
- Support special programs and projects with Let's Talk Science/Parlons sciences partners, as assigned
- Support and attend the national training conference and regional training conferences for Let's Talk Science Outreach/Sensibilisation Parlons sciences, as appropriate
- Represent Let's Talk Science at various workshops, educator conferences and Let's Talk Science Outreach events, as assigned
- Other duties as requested/required that are within the scope of the position

### **Requirements/Qualifications**

- Post-secondary education in a relevant field – event management, communication, science, technology, engineering, math (STEM) or education
- Minimum three years of experience with event and volunteer management; some experience with supporting online events an asset
- Bilingualism (English and French) an asset
- Experience leading a project or program
- Experience working with post-secondary students, educators and youth
- Knowledge of Microsoft Office Professional, including Outlook and a comfort learning and working with new technology
- Previous involvement with Let's Talk Science an asset

### **Skills and Abilities**

- Demonstrated project management skills used to deliver successful events and/or programs
- Strong organizational skills; accuracy and attention to detail
- Strong written and oral communication skills in English (and ideally in French)
- 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
- Professional and courteous telephone and personal manner
- Ability to work outside of regular hours on occasion

### **Working Relationships**

- Reports to the Program Support Manager, Let's Talk Science Outreach
- Works with the Communications team to ensure proper web presence on the Let's Talk Science corporate website, and ongoing marketing of the symposiums series, to ensure good attendance
- Works with the Digital Development team to showcase digital resources (for youth and educators) supporting the events
- Works with the Fund Development team to ensure proper donor recognition during events and reporting
- Works closely with post-secondary Outreach site coordinators and local event coordinators
- Interacts regularly with educators participating in events

- Works directly with partners from the research community to plan and execute additional Let's Talk Science symposiums
- Liaises with external vendors as needed

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Online Events Coordinator, Youth & Volunteer Experience" as outlined below by 11:59 pm ET on October 24, 2021 to:

Shawna Agathos

Human Resource 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.*