

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Programming Assistant, Youth & Volunteer Experience

*Position Status:* Full-time contract through March 31, 2024 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 17, 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 Programming Assistant, Youth & Volunteer Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programs. This will include preparing material for activities and delivering activities as required, in particular to support delivery of programming related to climate change and climate action.

### Responsibilities:

- Develop, prepare, test and deliver new STEM-based hands on activities for community events and school-based outreach
- Create online/electronic workshops that can be used by volunteers and staff to deliver activities virtually with little or no reliance on physical materials
- Assemble Let's Talk Science workshop kit lending library kits including: replenishing supplies; updating content; and shipping to outreach sites as appropriate
- Prepare and distribute supplies in support of Let's Talk Science programming for youth
- Assist with related administrative clerical duties
- Work with Let's Talk Science Outreach Program staff and volunteers to deliver science outreach activities virtually and in local area; including community outreach, especially in order to field test new activities
- Other tasks as requested/required that are within the scope of the position

### Requirements/Qualifications

- Some university or college education, preferably in an area related to science, engineering, technology, or math
- Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- One to two (1-2) years' of experience in an outreach or education role
- Previous involvement with Let's Talk Science and/or experience working with academic professionals, post-secondary students, educators and/or youth are strong assets

- Bilingualism (English and French) highly desired

### **Skills and Abilities**

- Works both autonomously and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Excellent organizational skills with ability to coordinate work on multiple projects and for multiple people, some of whom work from virtual offices
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Demonstrates excellent customer service skills and relates well to others
- Ability to take initiative and problem solve
- Effective oral and written communication skills

### **Working Relationships**

- Reports to the Director, Youth & Volunteer Experience
- Works closely with members of the Youth & Volunteer Experience team and other teams
- Works closely with a range of Let's Talk Science coordinators and volunteers
- Interacts with Let's Talk Science staff members

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Programming Assistant, Youth & Volunteer Experience" as outlined below by 11:59 pm ET on October 17, 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.*