

LET'S TALK SCIENCE POSITION POSTING

Position Title: Program Coordinator, Digital Development

Position Status: Full-time 2-year renewable contract. It includes:

- Competitive pay
- Comprehensive group benefit package

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on December 5, 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) to learn more about our organization.

POSITION

The Project Coordinator, Digital Development helps to deliver Action Project(s) to registered educators nationwide. The incumbent will be responsible for day-to-day implementation and growth of the assigned Action Project(s) including the enrollment processes, fulfillment, and customer service. This role includes administrative duties to support project operations, providing efficient, quality customer service to participants, responding to requests for information about the projects in a timely and accurate manner, and maintaining the health of the projects CRM database.

Responsibilities:

- Works closely with the Operations Coordinator, Digital Development
- Assist with the implementation of the assigned Action Project(s)
- Provide updates to users as needed in conjunction with the marketing team
- Act as a resource for any inquiries from registered users
- Collaborate with external program stakeholders as needed to ensure program delivery
- Assist with processing incoming programs correspondence (e.g., registrations, surveys, emails, data submissions)
- Keep information on users up to date in the CRM database and other Let's Talk Science Databases and information systems
- Coordinate seed mail out to registrants in Tomatosphere
- Inventory, prepare and ship materials, supplies, and/or equipment to promote or deliver the assigned Action Project(s)
- Prepare project related data as needed for proposals, reports, and other requests
- Provide administrative support as needed for the Action Projects team
- Work collaboratively with Marketing and Communications and the Operations Coordinator, Digital Development to create communications and track media coverage
- Make travel and accommodation arrangements and prepare expense reports as needed
- Represent Let's Talk Science at various workshops and educator conferences as assigned
- Contribute to the set-up and maintenance of electronic and hard copy filing systems
- Other tasks as requested/required that are within the scope of the position

Requirements/Qualifications:

- Completion of a post-secondary education in a related field
- Experience or training in education, communications or STEM considered an asset
- Minimum three (3) years' of experience in an outreach, education, communications or administrative role, or a combination of education and experience
- Bilingualism (English and French) required
- Experience working with educators and youth an asset

Skills and Abilities:

- Works both independently and cooperatively in a virtual team environment
- Ability to maintain the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Working knowledge of Microsoft Office, Internet applications, and an ability to learn new software quickly and independently or with little support
- Experience with data entry or database management an asset
- Demonstrated project management skills used to deliver successful initiatives and coordinate work on multiple projects and for multiple people
- Excellent organizational skills with an ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Demonstrated customer service orientation with strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

Working Relationships:

- Reports to the Manager, Digital Development
- Works closely with the Operations, Coordinator, Digital Development and staff in Communications and Marketing and Operations functions
- Liaise with external vendors and educators as needed
- Works closely with and in support of the members of the Digital Development team and other staff
- Works with external partners
- Interacts with other Let's Talk Science personnel and volunteers throughout the organization

Let's Talk Science has a mandatory COVID-19 vaccination policy in place. Therefore, it is expected that the successful candidate will produce confirmation of vaccination or proof of a valid human rights exemption.

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Program Coordinator, Digital Development" as outlined below by 11:59 pm ET on December 5, 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 (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.