

LET'S TALK SCIENCE POSITION POSTING

Position Title: Education Program Manager, Professional Learning

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

- Competitive pay
- Comprehensive group benefit package

Closing Date: Open until filled, applications encouraged by 11:59pm January 9, 2022

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 Education Program Manager, Professional Learning supports the Let's Talk Science philosophy of an inquiry-based and problem solving-based approach to learning science, technology, engineering and mathematics (STEM) and to making STEM relevant and engaging for the target audiences. The incumbent is responsible for the coordinating and scheduling of all in-person and virtual professional learning events. This includes providing day-to day mentorship and advice to the delivery team and leading the work planning process in this area.

Responsibilities

- Oversee the logistics of involving educators in development opportunities for Let's Talk Science Professional Learning (e.g. participant registration, event location booking, preparation and coordination of materials, evaluation and participant tracking, etc.)
- Work with other staff to implement a blended professional learning strategy (face-to-face and online) for educators with an emphasis on assigned program, projects and region(s)
- Manage the Teacher Leader Program, a program that contracts classroom teachers on a casual basis to deliver professional learning experiences and report back to National Office; includes budget oversight and coordinating paperwork with Human Resources payroll for enrollment and payment
- Ensure facilitators are following best practices in effective adult learning strategies
- Deliver professional learning experiences that align with the Let's Talk Science learning philosophy and/or identify and support other skilled facilitators to do so
- Ensure that professional learning opportunities provide high quality user experiences that increase educator engagement with future programming
- Lead a team and manage resources to ensure the effective delivery of programs
- Liaise with multiple stakeholders in education such as educators, government, industry, community partners, and parents
- Work with external contractors as required
- Support programs and services that value diversity and are inclusive
- Assist in Let's Talk Science research and program evaluation initiatives as requested
- Stay current on pedagogical issues and trends in STEM education and adult learning and share with Let's Talk Science teams

Team Administration

- Lead the Professional Learning Delivery area of the organization, including oversight for budget, and contributing to work planning as well as setting and ensuring achievement of targets for related work
- Manage, coach and mentor employees assigned to the Professional Learning Delivery function within the Educator Experience team and actively participate in recruitment of team members as required
- Prepare reports, including metrics on Professional Learning activity, reports to the Board, senior leaders and/or funders and work plans and proposals for future activities, working with other team members as appropriate
- Actively participate in the management of Let's Talk Science and its programs, including participating on key committees, attending meetings regularly and bringing forward issues for prioritization, discussion and decision
- Ensure activities under management operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Post-secondary degree required; B.Ed. and M.Ed. an asset
- At least 7 years experience with the formal education sector including some experience in Science and STEM-related fields with; minimum 5 years classroom teaching experience an asset
- Understanding of effective adult learning strategies
- Proven experience leading a team
- Bilingual (English and French) required
- Event management experience required
- Willingness to travel to meetings and other events as required

Skills and Abilities

- Excellent working knowledge and understanding of education sector, including curriculum and assessment policies
- Excellent organizational and self-management skills accuracy and attention to detail
- Demonstrated project management experience: can stay on top of multiple projects, plan backwards and anticipate obstacles, pursue goals with energy, and identify and involve stakeholders appropriately
- Experience with facilitating learning experiences for adult learners
- Knowledge of Learning Management and Learning Administration Systems highly preferred
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing, with audiences at all management levels
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Ability to operate on a strategic level including foreseeing potential impacts of the operating environment and managing risk
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and a willingness to learn and adapt to new technology and software as it emerges in the field
- Ability to adapt to rapidly changing demands
- Ability to troubleshoot and resolve problems quickly
- Proven interpersonal, mentoring and collaborative skills with an ability to build and maintain lasting relationships with key business partners and customers
- Demonstrated leadership skills, including the ability to manage, coordinate and delegate to a virtual team while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Respect for diverse worldviews

Working Relationships

- Reports to the Director, Professional Learning
- Works closely with the VP, Programs and other staff within the Educator Experience Team

- Works closely with staff within Communications and Marketing and Fund Development functions
- Manages relationships with external contractors and other relevant stakeholders
- Interacts with other Let's Talk Science personnel

Direct Reports

- Facilitation Specialists, Professional Learning
- Program Assistant, Educator Experience
- Contracted teachers on a casual basis (Teacher Leader Program)

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Education Program Manager, Professional Learning" by 11:59 p.m. on January 9, 2022 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 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.

While all applications are appreciated, only those selected for an interview will be contacted.

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.