

LET'S TALK SCIENCE POSITION POSTING

Position Title: Coordinator, Equity

Position Status: Full-time 1-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 January 30, 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, 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 Coordinator, Equity will build and improve the equity, diversity, inclusion and accessibility (EDIA) of Let's Talk Science programming developed and delivered by the Youth and Volunteer Experience team. The Coordinator, Equity will also contribute to improving the organization's infrastructure and internal expertise supporting these activities.

Responsibilities:

- Identify, collaborate and manage relationships with partner organizations, groups, communities and individuals across Canada who can contribute to meeting the Youth and Volunteer Experience's EDIA goals, working with the Director of Equity as relevant
- Contribute to the organizational Equity Plan, working closely with the Director, Youth and Volunteer Experience, the Director of Equity, and the Senior Leadership Team, Ensure that the Equity Plan helps shape day to day work, work plans, and strategy for the Youth and Volunteer Experience team
- Revise existing programming materials to incorporate best EDIA practices
- Contribute to the development of marketing and communication strategies and tactics appropriate for the audience
- Review ongoing program communication materials to ensure they are inclusive and representative of the diversity of our audience; improve materials to reflect the voice of equity-deserving groups.
- Advise on, develop and deliver resources (workshops, training, reference material etc.) to support staff and volunteers working with equity-deserving audiences, working with external and internal content experts as needed.
- Work with YVE staff members to ensure programming to youth and volunteers is delivered in an accessible way. Contribute to aligning accessibility standards across programs.
- Support local Outreach site coordinators and volunteers with local and regional EDIA work; offer coaching, identify resources for them and connect them to external advisors as needed.
- Recommend meaningful impact and evaluation measurements for new and existing programs, monitor ongoing program evaluations and work with others to identify key insights that can help shape program evolution
- Prepare information related to EDIA programming and outcomes for reporting purposes
- Actively position Let's Talk Science as a leader in EDIA practices and champion the EDIA direction for the organization.

- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications:

- Education and training acquired through post-secondary education in a relevant field and/or relevant work experience
- Experience working with equity-deserving communities or youth
- Demonstrated experience influencing and championing equity, diversity, inclusion and accessibility across internal and external stakeholder groups and business practices
- A good understanding and knowledge of diverse Indigenous cultures across Canada an asset
- Experience working with volunteers and as an integral member of team collaborations and/or post-secondary students an asset
- Experience developing and facilitating engaging and impactful teaching and learning modules about equity, diversity, inclusion and accessibility an asset
- Understanding of the challenges related to EDIA in the K-12 education environment is an asset
- Lived experience as a self-identified member of an equity-deserving group is preferred

Skills and Abilities:

- Strong written and oral communications skills
- Demonstrated Internet research skills
- Strong organizational, project and time management skills
- Good working knowledge of Microsoft Office and database applications, including those that are web-based
- Ability to work independently and take initiative while contributing to overall team goals
- Strong interpersonal skills including evidence of tact and diplomacy
- Ability to make cold calls and exhibit composure
- Demonstrated capacity to build and maintain long-term partnerships and relationships
- Willingness to travel within Canada and work outside of normal hours on occasion
- Bilingualism (English/French) is an asset
- Fluency in another language is an asset

Working Relationships:

- Reports to Director, Youth and Volunteer Experience
- Works collaboratively with members of the Youth and Volunteer Experience team and other staff working on EDIA initiatives
- Works with the Director, Equity regularly
- Responsible for Let's Talk Science relationships and activities with organization representatives
- Interacts with other Let's Talk Science staff members and volunteers as appropriate

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 "Coordinator, Equity" as outlined below by 11:59 pm ET on January 30, 2022 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.