

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* School Board Liaison (2 positions)

*Position Status:* 2-year renewable contract positions to start July 1, 2022; eligible for benefits.

*Closing Date:* Applications are encouraged by 11:59 pm ET on March 30, 2022; however, the position will remain open until filled

### 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. Let's Talk Science has excited, inspired and engaged more than 7 million children, youth, educators and volunteers in STEM since its inception.

Work location for these positions is flexible; however, for one of the positions, preference will be given to candidates in the following provinces, QC, NB, NS or PE.

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

### POSITION

The School Board Liaison is responsible for maintaining and growing relationships and contacts with school boards and districts. The incumbent communicates and works closely with other Let's Talk Science teams to keep them abreast of board/district-level needs. The incumbent 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 with the ultimate goal being to support student learning.

### Responsibilities:

- Prepare monthly reports on meetings and contacts with school board leaders
- Maintain up to date district information including personnel, event and meeting tracking and ongoing strategic planning
- Coordinate school district events collaborating with other Let's Talk Science staff
- Organize and host events for school board/district leadership
- Maintain an online presence to highlight education leaders and board/district work
- Actively engage social media team in creating content for school leaders
- 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
- Stay current on pedagogical issues and trends in STEM education and adult learning and share with Let's Talk Science teams
- Participate in program evaluation and reporting requirements, including collecting and providing data to other organizational representatives as needed.
- Actively participate in all aspects of Let's Talk Science's strategic and relevant work plans
- Represent Let's Talk Science at various workshops, symposiums and educator conferences, as assigned

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

## Requirements/Qualifications

- University Degree in Education or Business
- At least 5 years experience with the formal education sector including experience in blended learning delivery
- Broad and deep knowledge of K-12 education pedagogy, student learning and assessment
- Bilingualism (French and English) strongly desired
- Demonstrated experience working with senior leaders in education
- First Nations, Métis, or Inuit heritage an asset
- A good understanding and knowledge of diverse Indigenous cultures across Canada
- Proven ability to successfully develop and implement work plans and educational programs
- Willingness to travel (to staff meetings in London, ON, educator conferences and/or client/customer meetings as required)

## Skills and Abilities

- Excellent team leadership skills, including negotiation, communication, coaching
- 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
- High energy and enthusiasm with a passion for education with an excellent working knowledge and understanding of the K-12 education sector, including curriculum and assessment policies
- Knowledgeable of website design, program editing, video technology, Web conferencing and other multimedia
- Knowledge of accessibility laws and best practices including the Accessibility for Ontarians with Disabilities Act (AODA)
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing, with audiences at all management levels
- Excellent writing and editing skills required in English and preferred in French Ability to help troubleshoot technical problems and address user-reported issues
- 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 in the use of MS Office Suite (Word Excel, PowerPoint, Outlook, Teams), Google Apps (Slides, Docs, Sheets), Zoom and a willingness to learn and adapt to new technology as it emerges in the field
- Ability to adapt to changing demands and to troubleshoot and resolve problems quickly
- Strong emotional intelligence with proven interpersonal, mentoring and collaborative skills with an ability to build and maintain lasting relationships with key business partners and customers
- Respect for diverse worldviews and community context including an understanding of working with people from diverse racial, ethnic and socioeconomic backgrounds
- Demonstrated ability to work independently as well as in a collaborative team
- Proficient with social media (Facebook, Twitter) and comfort with using these tools to conduct business

## Working Relationships

- Reports to the Director, Professional Learning
- Manages Let's Talk Science's relationships with School Boards/Districts nationally, as assigned
- Works closely and collaborates with other team members and Let's Talk Science staff working on the development and delivery of Let's Talk Science programs
- Works with staff in Marketing and Communications, Web Development, Fund Development, Finance, Administration and Information Systems functions

- Manages relationships with clients, education stakeholders and/or external contractors as assigned
- Interacts with other Let's Talk Science personnel

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 and quote "School Board Liaison" as outlined below by 11:59 pm ET on **March 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](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.*