

LET'S TALK SCIENCE POSITION POSTING

Position Title: Bilingual Outreach Coordinator, Youth and Volunteer Experience

Position Status: Two full-time contract positions through August 31, 2023 that may be renewed. It includes:

- Competitive pay
- Comprehensive group benefit package
- Remote/work from home is available for the right applicant

Closing Date: Open until filled, applications encouraged by May 20, 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 Bilingual Outreach Coordinator, Youth & Volunteer Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programs. This includes coordinating and providing program support and may include creating new outreach activities or adapting existing ones to an online format, hosting and coordinating online outreach activities and events.

Responsibilities:

- Coordinate, lead or co-lead the delivery of virtual hands-on activities; host virtual events; support volunteers involved in delivery including facilitating volunteer training
- Facilitate communication of information related to programming including schedules, registration information, needs and other documentation necessary to ensure success
- Ensure prompt responses to inquiries directed to the National Office and appropriate follow up; provide effective and efficient Customer Service as it relates to centralized direct delivery to external stakeholders
- Assist in importing information into Let's Talk Science/Parlons sciences central database, as appropriate
- Maintain information related to the Let's Talk Science Outreach program in Let's Talk Science's information systems and databases
- Prepare and distribute supplies in support of Let's Talk Science programming for educators, volunteers and youth, as required
- Develop, prepare, test and deliver new STEM-based hands on activities for centralized direct delivery and/or community events
- Work with Let's Talk Science Outreach Program staff and volunteers to deliver science outreach activities in local area; including community outreach, in order to field test new activities
- Contribute to regional and national conferences for the Let's Talk Science Outreach program
- 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. An equivalent combination of skills and experience will be considered
- Working knowledge of Microsoft Office, databases, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- Naturally organized, self-starter with a systems thinking orientation
- Minimum 2 years' volunteer or professional experience in an outreach, education or administrative role. Those with experience planning or facilitating programming for community members in day camps, daycares or recreational setting as well as museums, science centres and similar related environments, or experience delivering training or other workshops are also encouraged to apply.
- Previous involvement with Let's Talk Science and/or experience working with academic professionals, post-secondary students, volunteers, educators and/or youth are strong assets
- Comfort working with colleagues in English and in French, to lead online science activities in French, and to reply to casual emails in French. Perfect written French is not required for this role.

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 Program Support Manager, Let's Talk Science Outreach
- 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

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.

This role requires you to be comfortable working with colleagues in English and in French, and to lead online science activities in French. During the interview, you will be asked to demonstrate your ability to do so. Your ability to reply to casual emails in French will also be assessed but perfect written French is not required for this role.

Interested candidates should submit their resume and cover letter, including salary expectations as outlined below and quote "Bilingual Outreach Coordinator, Youth and Volunteer Experience" by 11:59 p.m. ET on May 20, 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 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.