

LET'S TALK SCIENCE POSITION POSTING

Position Title: Administrative Assistant, Operations

Position Status: Full-time parental leave coverage until November 2023

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on August 7, 2022

THE OPPORTUNITY

Let's Talk Science is an award-winning, national charitable organization focused on education and outreach to support youth development. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity. We are committed to employment equity, building a diverse workforce and accessibility for all employees and program participants. 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 youth in Canada 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. For close to three decades Let's Talk Science has excited, inspired and engaged more than 11.5 million children, youth, educators and volunteers in STEM.

We invite you to visit our website letstalkscience.ca to learn more about our organization including our historical and ongoing commitment to equity, diversity, inclusion and accessibility (EDIA) (<https://letstalkscience.ca/about-us/equity>).

Benefits and Perks of Working at Let's Talk Science

- Competitive salary and flexible hours
- Remote work option that enables you to join us anywhere in Canada with support for set-up and connectivity
- Starting with 2 weeks' vacation plus a 2 week paid closure over the December–January holiday period
- Comprehensive group benefit package, including health, dental, vision, life and critical illness
- Training to support our commitment to EDIA

POSITION

The Administrative Assistant, Operations is responsible for a wide variety of administrative duties in support of the Vice President, Operations and the Operations Team.

Responsibilities:

- Works with the Vice President, Operations to prioritize and manage schedules, set up meetings and resolving scheduling conflicts
- Acts as a liaison within the team and with other teams by relaying instructions and/or information and following commitments through to completion
- Provides administrative support that includes the development of internal and external communications such as presentations and letters
- Supports preparation of and organize relevant research, briefing material and background documents for meetings or action required by the Vice President, Operations
- Prepares for, attend and record minutes of meetings, as requested by the Vice President, Operations, including the preparation and distribution of agendas, minutes and other meeting materials
- Makes travel and accommodation arrangements and prepares expense reports for Vice President of Operations, and other members of the Senior Leadership Team as needed
- Identifies and bring forward non-routine items for discussion of action required and relay instructions to appropriate area

- Data and document administration including, but not limited to: budget review & forecasting, performance tracking & forecasting, coordinating team documents, information management and providing overall planning support
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Completion of a post-secondary office administration/administrative assistant diploma or equivalent education is required
- A minimum of three (3) years in a professional administrative role; some experience with executive support preferred
- Strong computer literacy, including demonstrated skills with Office Suite (Excel, Word, PowerPoint)
- Thorough knowledge of general office procedures including effective filing systems, including electronic filing, and familiarity using a variety of office equipment
- Experience with electronic records and database programs
- Comfort with technology and willingness to learn new software
- Valid driver's license and access to a reliable vehicle for errands
- Bilingualism (English and French) an asset

Skills and Abilities

- Works both independently 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
- Ability to research information and summarize key details
- Effective telephone manner and oral and written communication skills

Working Relationships

- Reports to the Vice President, Operations
- Works closely and collaboratively with other members of the Operations Team
- Supports the work of the Management Committee and Senior Leadership Team
- Interacts with other Let's Talk Science personnel 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 "Administrative Assistant, Operations" as outlined below by 11:59 pm ET on August 7, 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

Equity Statement

Let's Talk Science is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge the shared lands we live and work on across Canada and that our national office is situated on the traditional territory of the Haudenosaunee, Wyandot and Anishinaabe.

Let's Talk Science values the diverse and intersectional identities of its stakeholders and staff. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity and is committed to accessibility for all employees. We are committed to employment equity and building a diverse workforce reflective of Canadian society that will enrich our work and learning environment. Let's Talk Science seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates that have been historically disadvantaged and marginalized, including applications who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodation to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. 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.