

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Bilingual Program Support Coordinator, Youth & Volunteer Experience

*Position Status:* Full-time permanent position

*Closing Date:* Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on October 2, 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](http://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 3 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 Bilingual Program Support Coordinator, Youth and Volunteer Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programs. This will include providing administrative support to program staff and providing support to volunteers and Let's Talk Science Outreach site coordinators, especially as it relates to updating and maintaining program information and records.

### Responsibilities:

- Provide program and administrative support to the Youth and Volunteer Experience team
- Develop, prepare, test and/or deliver STEM based hands-on activities for centralized direct delivery and community outreach
- Coordinate Outreach site coordinator turnover including preparing contracts, updating and maintaining databases, and coordinating recognition
- Make travel and accommodation arrangements and prepare and/or approve expense reports for program staff as well as coordinators and volunteers
- Submit invoice requests, and support the tracking of expenses and donations as related to Outreach site operations
- Support the coordination and administration of the Youth and Volunteer Experience evaluation plan
- Support the coordination and engagement of industry professionals in face-to-face volunteerism, as required

- Manage and maintain information related to Youth and Volunteer Experience in Let's Talk Science information systems and databases
- Support and attend the National Training Conference and Regional Training Conferences for Let's Talk Science Outreach/Sensibilisation Parlons sciences
- Represent Let's Talk Science at various workshops, educator conferences and Let's Talk Science Outreach events, as assigned
- Offer customer support to educators, site coordinators and volunteers
- Other tasks as requested/required that are within the scope of the position

## **Requirements/Qualifications**

- Completion of a post-secondary education, preferably in an area related to science, technology, engineering and math or education
- Naturally organized, self-starter with a systems thinking orientation
- Two or more years of experience in an outreach, education or administrative role, either as staff or volunteer
- Working knowledge of Microsoft Office, Internet applications, video conferencing, electronic databases, and ability to learn new software
- Previous involvement with Let's Talk Science and/or experience working with academic professionals, post-secondary students, educators and/or youth are strong assets
- Bilingualism (English and French) is required

## **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

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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 "Bilingual Program Support Coordinator, Youth & Volunteer Experience" as outlined below by 11:59 pm ET on October 2, 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

### ***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.*