

LET'S TALK SCIENCE POSITION POSTING

Position Title: Program Assistant

Position Status: Part-time (maximum of 10.5 hours per week) contract through June 9, 2023

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on September 11, 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>).

POSITION

The Program Assistant is responsible for the implementation of Let's Talk Science's programs within the assigned region. The initiative is designed to develop a community support program with a focus on youth engagement, skill development, mentorship and career awareness in STEM. The Program Assistant will support participating youth groups in the assigned communities. They are the Let's Talk Science representative for these communities and act as the conduit back to National Office staff, maintaining open communication and sharing feedback and updates on a regular basis.

Responsibilities:

- Work with Let's Talk Science National Office staff to implement the ongoing project in the assigned region, with the long-term goal of transferability to other regions
- Support Let's Talk Science Outreach volunteers as they deliver weekly workshops through:
 - Purchasing and preparing activity materials (min. one week in advance)
 - Coordinating pick-up/drop-off of materials with the York University Outreach Site Coordinators and the Community Centre as applicable
 - Attending program delivery in-person Tuesday, Wednesday and Thursday from 4:00 PM – 6:00 PM as required
 - Attend in-person or virtual program delivery between school hours of 9:00AM-3:00PM (based on applicant's schedule) 1-2 times per week as required
- Support community program staff through ongoing needs-consultation
- Develop new activities as needed
- Support program evaluation exercises
- Build and maintain relevant relationships on behalf of Let's Talk Science (e.g., community leaders, program partners, volunteers, etc.)
- Connect with local educators to provide support for implementation of STEM programming in the classroom and the integration of Let's Talk Science programs

- Support STEM events and STEM career awareness support in schools (i.e. STEM Community Event, Science Fair, career talks, field trips to local STEM companies)
- Support the development of a sustainable implementation plan that is relevant to participating communities
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Passion for STEM education
- Experience coordinating the design and/or delivery of education programs
- At least 18 years' old; will be required to provide valid vulnerable sector screening or have one completed

Skills and Abilities

- Proficient in use of MS Office, email, Google Suite and Internet search techniques
- Excellent working knowledge and understanding of education sector as it relates to STEM, skills and career pathways
- Ability to manage a complex project and the ability to build and maintain positive relationships
- Ensures professionalism, confidentiality, diplomacy and tact
- Respect for diverse worldviews and community context
- Ability to work outside or regular hours on a regular basis
- Ability to work some weekend hours as required for community events
- Ability to lift and carry boxes, tote, display materials etc. that may weigh up to 10kg (25 lbs.)
- Ability to travel to schools and communities being served during the times outlined above

Working Relationships

- Reports to the Regional Coordinator, Greater Toronto Area
- Works closely with other Let's Talk Science representatives in the assigned region
- Interacts with frequently with children, youth, volunteers, and community centre staff; occasionally with parents, educators, and funder representatives

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 "Part-Time Program Assistant" as outlined below by 11:59 pm ET on September 11, 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.