

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Program Coordinator, Digital Development

*Position Status:* Full-time permanent position

*Closing Date:* Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on September 18, 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 Project Coordinator, Digital Development helps to deliver Action Project(s) to registered educators nationwide. The incumbent will be responsible for day-to-day implementation and growth of the assigned Action Project(s) including the enrollment processes, fulfillment, and customer service. This role includes administrative duties to support project operations, providing efficient, quality customer service to participants, responding to requests for information about the projects in a timely and accurate manner, and maintaining the health of the projects CRM database.

### Responsibilities:

- Works closely with the Operations Coordinator, Digital Development
- Assist with the implementation of the assigned Action Project(s)
- Provide updates to users as needed in conjunction with the marketing team
- Act as a resource for any inquiries from registered users
- Collaborate with external program stakeholders as needed to ensure program delivery
- Assist with processing incoming programs correspondence (e.g., registrations, surveys, emails, data submissions)
- Keep information on users up to date in the CRM database and other Let's Talk Science Databases and information systems
- Inventory, prepare and ship materials, supplies, and/or equipment to promote or deliver the assigned

#### Action Project(s)

- Prepare project related data as needed for proposals, reports, and other requests
- Provide administrative support as needed for the Action Projects team
- Work collaboratively with Marketing and Communications and the Operations Coordinator, Digital Development to create communications and track media coverage
- Make travel and accommodation arrangements and prepare expense reports as needed
- Represent Let's Talk Science at various workshops and educator conferences as assigned
- Contribute to the set-up and maintenance of electronic and hard copy filing systems
- Other tasks as requested/required that are within the scope of the position

### **Requirements/Qualifications**

- Completion of a post-secondary education in a related field
- Experience or training in education, communications or STEM considered an asset
- Minimum three (3) years' of experience in an outreach, education, communications or administrative role, or a combination of education and experience
- Bilingualism (English and French) required
- Experience working with educators and youth an asset

### **Skills and Abilities**

- Works both independently and cooperatively in a virtual team environment
- Ability to maintain the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Working knowledge of Microsoft Office, Internet applications, and an ability to learn new software quickly and independently or with little support
- Experience with data entry or database management an asset
- Demonstrated project management skills used to deliver successful initiatives and coordinate work on multiple projects and for multiple people
- Excellent organizational skills with an ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Demonstrated customer service orientation with strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

### **Working Relationships**

- Reports to the Manager, Digital Development
- Works closely with the Operations, Coordinator, Digital Development and staff in Communications and Marketing and Operations functions
- Liaise with external vendors and educators as needed
- Works closely with and in support of the members of the Digital Development team and other staff
- Works with external partners
- Interacts with other Let's Talk Science personnel and volunteers 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 "Program Coordinator, Digital Development" as outlined below by 11:59 pm ET on September 18, 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.*