

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Program Coordinator, Educator 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 9, 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](https://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

The Program Coordinator, Educator Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programming for educators. This will include providing administrative support to Let's Talk Science program staff (some of whom work from virtual offices) and providing efficient and quality support to other organizational activities as requested.

### Responsibilities:

- Provide planning and logistical support for Let's Talk Science professional learning events in various locations
- Make travel and accommodation arrangements and prepare expense reports for program staff and/or external contractors
- Support course registration, updates and maintain a consistent user experience for educators in the Let's Talk Science Learning Management System, Canvas
- Conduct recurring reviews and validation of user-submitted information for relevant programs
- Set up and maintain document management systems and complete related administrative tasks
- Coordinate meetings and events on behalf of program management as requested (coordinate schedules/reserve rooms/handle set-up/equipment/web conferencing/catering)
- Support the tracking of budgets and expenditures for professional learning events
- Prepare contracts and support payment for outside contractors
- Coordinate, coach, and mentor Program Assistants assigned to the Educator Experience team

- Act as a resource for any inquiries from registered or interested participants
- Coordinate translation and validation of French resources to ensure parity across the Educator Experience program
- Create and support online events using Zoom webinars and meetings
- Manage the Professional Learning section and related events on the Let's Talk Science website
- Update Professional Learning materials in accordance with new events and marketing
- Collaborate with Communications and Marketing on the creation of promotional materials for Professional Learning opportunities
- Prepare program related data as needed for proposals, reports and other requests
- Represent Let's Talk Science at various workshops and educator conferences as assigned
- Prepare and ship materials, supplies, and/or equipment as needed for program staff and users
- Other duties as requested/required that are within the scope of the position

### **Requirements/Qualifications**

- Completion of a post-secondary education, preferably in a STEM, education, business or administrative related discipline
- A minimum of three (3) years in an administrative role
- Experience working with educators and youth an asset
- Experience with electronic records and database programs
- Bilingualism (English and French) is required

### **Skills and Abilities**

- Proficient in use of Microsoft Office and Google Suites and webconferencing tools with a willingness to learn and adapt to new technology
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Naturally organized, self-starter with a systems thinking orientation and an ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Strong project coordination skills to coordinate work on multiple projects and for multiple people, some of whom work from virtual offices
- Demonstrated customer service orientation with strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact
- Ability to help troubleshoot technical problems and address user-reported issues
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)
- Respect for diverse worldviews and community context including an understanding of working with people from diverse racial, ethnic and socioeconomic backgrounds
- Knowledge of accessibility laws and best practices including the Accessibility for Ontarians with Disabilities Act (AODA)
- Knowledge of learning management systems (such as Brightspace by D2L, Moodle, Blackboard, or Canvas) considered an asset
- Knowledge of website design, program editing, video technology, Web conferencing, and/or other multimedia considered assets
- Knowledge of Let's Talk Science products and services considered an asset

### **Working Relationships**

- Reports to the Director, Professional Learning
- Works closely and in support of staff within Educator Experience and other Programs staff
- Works closely with staff in Communications and Marketing, Web Development and Operations functions
- Liaise with external vendors and educators as needed
- 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, Educator Experience" as outlined below by 11:59 pm ET on October 9, 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.*