

LET'S TALK SCIENCE POSITION POSTING

Position Title: Special Projects Coordinator, Youth & Volunteer Experience

Position Status: Full-time contract through to March 31, 2024, which may be renewed

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on October 3, 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 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 Special Projects Coordinator, Youth & Volunteer Experience will be responsible for supporting the integration of special project programming within Youth & Volunteer Experience programs. This will include providing support to volunteers and site coordinators to ensure they deploy related activities efficiently, and coordinating the work of project champion sites, and providing administrative support especially to ensure tracking, evaluation and reporting in this area of work.

Responsibilities:

- Support project champion outreach sites as they develop and execute their work plans for the year, ensuring they set appropriate goals and access appropriate resources from the national office.
- On a regular basis, convene project champion outreach sites, for assigned projects to ensure they are connected to each other and that we have visibility into their plans.
- Work with the Director and other members of the Youth & Volunteer Experience team to ensure that assigned project programming is infused in all areas of work of the YVE team, including Volunteer PD and training, activity development, conferences, and direct delivery
- Work with colleagues including regional coordinators and program support coordinators to promote the availability of activities to volunteers and coordinators
- Work with Volunteer PD & training staff to create training and support for volunteers to effectively engage youth in assigned projects Coordinate collection of information from participating sites

including schedules, budgets, evaluation, forecasted and actual reach, pictures and stories to assist with program evaluation and reporting

- Prepare data as needed for proposals, reports, and other requests
- Contribute to regional and national conferences for the Let's Talk Science Outreach program as it relates to assigned work, and attend conferences when possible
- Work with other program teams engaged in assigned special projects to ensure cross-promotion and integration
- Work collaboratively with the Marketing and Communications and Youth & Volunteer Experience teams to plan and develop national volunteer communication pieces
- Work with partners to support these goals as needed
- Other tasks as needed within the scope of the position

Requirements/Qualifications

- Completion of a post-secondary education, preferably in a STEM, education or communications related discipline
- Two or more years of experience in an outreach, education or administrative role, either as staff or volunteer
- Comfort with technology and willingness to learn new software (e.g. Skype, webconferencing)
- 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) a strong asset
- Familiarity with remote, rural, inner-city, Indigenous and other minority communities an asset

Skills and Abilities

- Knowledge of Microsoft Office Professional, including Outlook
- Demonstrated project management skills used to deliver successful events and/or programs
- Strong organizational skills; accuracy and attention to detail
- Strong written and oral communication skills in both official languages (English and French)
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a small, dynamic organization
- Professional and courteous telephone, email and personal manner
- Ability to work outside of regular hours on occasion

Working Relationships

- Reports to the Program Development Manager, Youth & Volunteer Experience
- Works closely with other members of the Youth & Volunteer Experience team
- Works collaboratively with members of the Communications and Marketing and/or Fund Development teams
- Interacts with Let's Talk Science post-secondary partner site coordinators
- Interacts with other Let's Talk Science personnel

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 "Special Projects Coordinator, Youth & Volunteer Experience" as outlined below by 11:59 pm ET on October 3, 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.