

LET'S TALK SCIENCE POSITION POSTING

Position Title: External Relations Assistant

Position Status: Full-time permanent position

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on December 4, 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>). We also ask that you consider completing a brief questionnaire to help us build and measure our efforts to attract members of Equity Deserving communities to employment with Let's Talk Science at <https://questionpro.ca/t/AB3unpnZB3uwj1>.

Benefits and Perks of Working at Let's Talk Science

- Competitive salary and flexible hours
- Hybrid work option with support for set-up and connectivity – Must be in London or surrounding area to attend the Let's Talk Science located in London, Ontario
- 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 External Relations Assistant works with the External Relations team providing support that includes gift processing, coordinating logistics for travel, processing various financial transactions and reconciliations, tracking campaign analytics, and media monitoring. The incumbent will also provide general administrative support to the Vice President, External Relations and Senior Director, Development, as required.

Responsibilities:

Gift Administration

- Manage gift processing, from maintaining campaign and fund structures to entering pledges in the Raiser's Edge (RE) database
- Accurately process all incoming gifts, produce appropriate receipts and acknowledge gifts in a timely manner, reporting and reconciling pledges
- Review outstanding pledges and follow-up with solicitors to ensure funds are received
- Prepare appropriate thank you letters and other correspondence, as requested
- Acknowledge gifts in a timely manner by providing a thank you letter to the solicitor to review (within 48 business hours of receipt of the gift), in addition to thanking the donor through email when possible
- Track and maintain donor logos and gift agreements

Team and Administrative Support

- Make travel and accommodation arrangements and prepare expense reports as requested by Vice President, External Relations or members of External Relations teams, including Blackbaud reimbursements and invoicing; securing and managing corporate rates for auto and hotels
- Manage content submission schedules and internal file management of contracts and invoices with publishing, creative agencies of record, and strategic marketing partners.
- Track and record campaign analytics and assemble it into reports upon request
- Manage administrative and processes and maintenance of the digital asset management system
- Monitor media reports daily and manage media lists
- Book meeting venues and co-ordinate events as needed
- Provide internal and external support for special projects as required
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- 2-year community college diploma in Business Management/Administration
- Minimum two years' experience in office administration, preferably in the area(s) of development, including hands-on experience with fundraising database Raiser's Edge; an equivalent combination of education and work experience will be considered
- Experience synthesizing information and producing reports
- Experience with gift processing, electronic records and database programs
- Bilingual (English and French) an asset

Skills and Abilities

- Demonstrated proficiency in Microsoft Suite of products and Google Suite
- Works well independently and cooperatively, while maintaining flexibility to adapt to changing circumstances and priorities of a dynamic and growing organization
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail; meticulous records maintenance skills
- Excellent organizational skills with ability to coordinate work on multiple projects
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Professionalism, confidentiality, diplomacy and tact

Working Relationships

- As this is a shared position within in the team, it reports to the Director, Marketing and Senior Development Officer, Operations
- Works closely with staff in External Relations (Fund Development and Communications & Marketing), Finance and Information Systems functions
- Liaises with donors and donor representatives as appropriate
- Co-ordinates with publishers, creative agencies and strategic marketing partners

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 "External Relations Assistant" as outlined below by 11:59 pm ET on December 4, 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.