

LET'S TALK SCIENCE POSITION POSTING

Position Title: Manager, Governance

Position Status: Full-time, permanent position

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on January 22, 2023.

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 and inspired children, youth, educators and volunteers in STEM, surpassing 13.8 million interactions.

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
- Remote work option that enables you to join us anywhere in Canada with support for set-up and connectivity
- Starting with 4 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

Reporting to the President, the Manager, Governance will play a lead role in ensuring governance excellence at Let's Talk Science. The incumbent will work closely with the President and other senior leaders to support all aspects of the work of the Board of Directors in executing their fiduciary responsibilities. Working on a wide range of strategic and operational issues, including the enterprise risk program, the incumbent will support fulfillment of the responsibilities of the Office of the President. The incumbent will also engage with other external and internal advisory bodies. Duties include but are not limited to: preparing board meeting material; writing reports (e.g. annual Risk Report); organizing logistics (e.g. board / panel / working group meetings, risk review meetings); minute taking and distribution. The Manager, Governance is required to maintain confidentiality and professionally interact with employees, management and the public. Central to this role is an understanding that the Office of the President represents the mission, values, and aspirations of Let's Talk Science, and is seen to do so in all activities and communications.

Responsibilities:

Support for the Board of Directors, Advisory Committees and Working Groups (50-60%)

- Working closely with the President, provide support for Board and Board committee activities and relations, including but not limited to: planning and coordinating of meetings and board events, collecting and preparing briefing materials and board / committee packages; taking minutes and ensuring follow up actions; maintaining annual board / committee work plans; ensure timely review of board policies (including working with the Senior Leadership Team in support of their board-related activities).
- Anticipating needs and providing support to the President and/or Board Secretary to ensure exemplary governance processes are in place and followed.
- Working closely with the appropriate senior leader (executive sponsor), provide support for key committees, including National Indigenous Advisory Council (NIAC), internal Equity Working Group, and/or others as assigned, including planning and coordinating meetings (including annual multi-day events), collecting and preparing briefing materials, taking minutes, etc.

Risk and Planning (20-25%)

- Work with Vice President, Operations to manage governance-related aspects of the operations such as business continuity and cyber security reports
- Manage all aspects of the risk management process; including ensuring processes are followed and leading the compilation and development of the organization's annual Enterprise Risk Report
- Ensure that the organization's business continuity plan(s) remain current
- Support senior leadership in managing annual corporate planning processes

Executive Support (20-25%)

- Provide briefing materials to the President and Senior Leadership Team for stakeholder meetings and public events and prepare speaking notes and presentations as necessary.
- Work with the designated administrative support for the President to effectively manage the President's calendar.
- Participate in conference, stakeholder meetings and workshops or accompany the president or other Let's Talk Science colleagues, as needed.

Special Projects and Other

- Accepts special projects as assigned by the President
- Actively participate in the management of Let's Talk Science and its programs, including: participating on key committees; attending meetings regularly; and bringing forward issues for prioritization, discussion and decision
- Ensure activities under management operate within the policies and procedures of the organization and comply with all relevant legislation and professional standards
- Other duties as required/requested that are within the scope of the position

Requirements/Qualifications

- Completion of post-secondary education in a relevant field and at least 7 years of relevant experience; equivalent education or demonstrated experience will be considered
- Demonstrated experience supporting a complex executive environment and working with external stakeholders
- Strong computer literacy, including experience with database reporting, mail-merge techniques and demonstrated skills with Office Suite (Excel, Word, PowerPoint)
- Demonstrated experience with governance processes and protocols
- Experience with Raiser's Edge an asset
- Fluency in both English and French an asset

Skills and Abilities

- Outstanding written communication skills in preparation of material across various formats and audiences

- Advanced oral communication, interpersonal and relationship management skills, including ability to influence and build productive working relationships with external stakeholders
- Excellent organizational skills with ability to coordinate work on multiple projects and superb attention to detail
- Demonstrated event management skills
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization and needs of the President
- Ability to work well under pressure and meet deadlines. Ability to take initiative and problem solve and work with minimal supervision
- Genuine appreciation for the protocol, discretion and professionalism required of the position
- Ability to research information and summarize key details
- Optimistic and resilient attitude with the desire to drive results in a complex work environment
- Ability to work outside of regular hours on occasion as business needs demand

Working Relationships

- Reports to the President
- Works closely with other members of the President’s Office and the Senior Leadership Team, particularly Vice President, Operations
- Interacts with other Let’s Talk Science personnel as well as the public, including senior government officials and executive level contacts within organizations
- Represents Let’s Talk Science to key stakeholders, including Board of Directors and key advisory committees

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 “Manager, Governance” as outlined below by 11:59 pm ET on January 8, 2023, 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.