

LET'S TALK SCIENCE POSITION POSTING

Position Title: Program Assistant, Educator Experience

Position Status: Full-time contract for parental leave coverage through January 2024

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on January 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 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
- Training to support our commitment to EDIA

Program Assistant, Educator Experience

The Program Assistant, Educator Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programs. They will support the Professional Learning team by coordinating materials for program delivery as well as 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 and online
- Assemble Let's Talk Science facilitator kits for workshops including: construction, assembly and maintenance of materials; purchasing and replenishing supplies; updating content; and shipping to workshop locations as appropriate
- Support development of content for workshops and online learning experiences including formatting, layout, closed captioning, basic video editing and basic graphic design.
- Proofreading and editing of workshop materials and facilitator guides
- Coordinate meetings and events on behalf of program management as requested (coordinate schedules/reserve rooms/handle set-up/equipment/web conferencing/catering)

- Submit expenses on behalf of program staff
- Support the tracking of budgets and expenses for professional learning events
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- Completion of a post-secondary education, preferably in a STEM, education, business or administrative related discipline
- Working knowledge of Google Suite, Microsoft Office, Internet applications, and ability to learn new software
- A minimum of two (2) years in an administrative role
- Naturally organized, self-starter with a systems thinking orientation
- Bilingualism (English and French) highly desired

Skills and Abilities

- 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
- Naturally organized, self-starter with a systems thinking orientation and 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 work well under pressure and meet deadline, while maintaining accuracy and attention to detail
- Effective oral and written communication skills
- Ability to track expenses and forecast expenditures an asset
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

Working Relationships

- Reports to the Delivery Lead, Professional Learning
- Works closely with other members of the Education Experience team, including contracted Teacher Leaders
- 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 "Program Assistant, Educator Experience" as outlined below by 11:59 pm ET on January 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 (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.