

LET'S TALK SCIENCE POSITION POSTING

Position Title: Programming Assistant, Youth & Volunteer Experience

Position Status This is a full-time contract for parental leave coverage through March 2024

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on January 8, 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 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 Program Assistant, Youth & Volunteer Experience is responsible for supporting and assisting with the implementation of Let's Talk Science programs. This will include preparing material for activities and delivering activities as required, in particular to support delivery of programming related to climate change and climate action.

Responsibilities:

- Develop, prepare, test and deliver new STEM-based hands on activities for community events and school-based outreach
- Create online/electronic workshops that can be used by volunteers and staff to deliver activities virtually with little or no reliance on physical materials
- Assemble Let's Talk Science workshop kit lending library kits including: replenishing supplies; updating content; and shipping to outreach sites as appropriate
- Prepare and distribute supplies in support of Let's Talk Science programming for youth
- Assist with related administrative clerical duties

- Work with Let's Talk Science Outreach Program staff and volunteers to deliver science outreach activities virtually and in local area; including community outreach, especially in order to field test new activities
- Other tasks as requested/required that are within the scope of the position

Requirements/Qualifications

- Some university or college education, preferably in an area related to science, engineering, technology, or math
- Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- One to two (1-2) years' of experience in an outreach or education role
- 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) highly desired
- Proximity to and ability to attend the London, Ontario office on a regular basis an asset

Skills and Abilities

- Works both autonomously and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Excellent organizational skills with ability to coordinate work on multiple projects and for multiple people, some of whom work from virtual offices
- Ability to work well under pressure and meet deadlines, while maintaining accuracy and attention to detail
- Demonstrates excellent customer service skills and relates well to others
- Ability to take initiative and problem solve
- Effective oral and written communication skills

Working Relationships

- Reports to the Program Development Manager, Youth & Volunteer Experience
- Works closely with members of the Youth & Volunteer Experience team and other teams
- Works closely with a range of Let's Talk Science coordinators and volunteers
- Interacts with Let's Talk Science staff members

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Programming Assistant, Youth & Volunteer Experience" 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.