

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Summer Communications Intern (St. John's, NL)  
*Position Status:* 37.5 hours/week for 16 weeks  
*Pay Rate:* \$16.00 an hour  
*Closing Date:* March 5, 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](http://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>.

### POSITION

This position will work with the Communications team for the creation and implementation of high-quality communications initiatives that effectively represent the organization's brand and national presence in English and French. The incumbent will focus on developing stories to celebrate Let's Talk Science's 30<sup>th</sup> anniversary which includes interview alumni, write stories, schedule and post content.

Located in St. John's NL, this position will report to the London-based Communications Manager. In addition, this position will work closely with the other members of the Communications & Marketing teams as needed based on projects assigned.

### RESPONSIBILITIES

- Responsible for completing at least 10-12 stories within the four-month summer contract
- Research, write and edit compelling Let's Talk Science impact stories for the organization's website to share through various channels (newsletters, social, etc.)
- Develop short videos to compliment written stories
- Work with Communications Team to collaborate on who's stories we share to celebrate the organizations 30<sup>th</sup> anniversary
- Assist with editing and publishing content to Let's Talk Science web properties
- Complete research on new marketing/promotional tactics, including trends in social media and associated hashtags
- Assist with updating Let's Talk Science contacts lists
- Work with Communications team on organizational editorial calendar
- Other duties as requested/required within the scope of the position

### REQUIREMENTS/QUALIFICATIONS

- Some post-secondary studies with a focus on journalism, marketing, communications, public relations and/or related fields
- Young person between the ages of 15 and 30 with Canadian citizenship or permanent residency

- Working knowledge of Microsoft Office, Google Suite, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- Self-starter with excellent organizational, communication and research skills
- Exceptional writing and editing skills
- Interest in working in non-profit sector and/or in education
- Bilingual (English and French) an asset

#### **SKILLS AND EXPERIENCE THE COMMUNICATIONS INTERN WILL GAIN:**

- Skills in writing, presentation, as well as web-based communication and promotion
- Computer skills, including use of an e-communications management platform, contact managements systems and web site content management systems
- Interpersonal skills, experience working in a team environment but able to work independently with minimal supervision
- Communication and organizational skills
- Experience working in a not-for-profit education environment
- Increased understanding of communications and the role it plays in communication and organizational advancement
- Ability to work well under pressure and meet deadlines.
- Ability to take initiative and problem solve

***Please note that the availability and terms of some of this position is dependent on approval of financing from Service Canada. The candidates must be:***

- **Between 15 and 30 years of age (inclusive) at the start of employment;**
- **A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\*;**
- **Legally entitled to work according to the relevant provincial / territorial legislation and regulations.**
- **\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens**

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 quoting "Summer Communications Intern" by **11:59pm ET on March 5, 2023** to:

Shawna Agathos

Manager, Human Resources

Let's Talk Science, 1510 Woodcock Street, London, ON N6H 1S5

EMAIL: [hr@letstalkscience.ca](mailto: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.*