

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Summer Equity, Diversity, Inclusion and Accessibility (EDIA) Assistant (Kitchener, ON)  
*Position Status:* 37.5 hours per week for 16 weeks  
*Pay Rate:* \$17.00 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](https://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 support the Director, Equity in researching projects related to Let's Talk Science equity, diversity, inclusion and accessibility (EDIA) initiatives, including sourcing resources and award and recognition opportunities and contribute to the development and delivery of science outreach activities.

Located in Kitchener, Ontario, the position will report to the Director, Equity.

### Responsibilities:

- Support the review and development of Indigenous content and resources
- Support the planning for and development of internal EDIA content, including training opportunities
- Support the development of materials to help staff address EDIA considerations in their work
- Contribute to the development and delivery of science outreach activities online and in-person
- Assist with related administrative clerical duties.
- Other duties as requested/required within the scope of the position

### Requirements/Qualifications:

- Some post-secondary education in a EDIA or education related discipline
- Young person between the ages of 15 and 30 with Canadian citizenship or permanent residency
- Experience developing, leading and delivering science outreach activities; experience with delivering online presentations and/or outreach strongly desired
- Bilingual (English and French) required for some positions/locations and considered an asset for others
- Working knowledge of Microsoft Office
- Demonstrated Internet research skills and ability to learn new software
- Naturally organized, self-starter with a systems thinking orientation and strong project coordination skills
- Interest in working in the non-profit sector

- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic organization
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact
- Exceptional attention to detail

#### **Skills and Experience the Web Assistant will Gain:**

- Experience working in a not-for-profit in an EDIA environment
- Comfort working with technology and experience with a variety of software and platforms
- Interpersonal skills, experience working in a team environment
- Communication, organizational project management and problem solving skills
- Project completion
- Increased comfort using research to inform project completion
- EDIA knowledge and information

***Please note that the availability and terms of these positions are 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 including quoting "Summer Equity, Diversity, Inclusion and Accessibility (EDIA) Assistant" by 11:59 pm ET on March 5, 2023 to:

Shawna Agathos

Manager, Human Resources

Let's Talk Science, 12 – 1510 Woodcock Street, London, ON N6H 5S1

Or via 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.*