

## LET'S TALK SCIENCE POSITION POSTING

*Position Title:* Summer Program Assistant, Educator Experience (London, ON)

*Position Status:* 37.5 hours/week for 16 weeks

*Rate of Pay:* \$16.00 per hour

*Closing Date:* March 5, 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 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>.

This position is based in London, ON. This position will report to the Director, Professional Learning. In addition, this position will work closely with other staff within the Educator Experience team, Programs staff and other Let's Talk Science staff (some of whom work from virtual offices).

### Responsibilities

- 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.
- Prepare and distribute supplies in support of Let's Talk Science programming for educators
- Provide logistical support for Let's Talk Science professional learning events in various locations
- Assist with related administrative clerical duties
- Other duties as requested/required within the scope of the position

### Requirements/Qualifications

- Completed/currently pursuing a post-secondary education, preferably in a STEM, education, business or administrative related discipline
- A minimum of two (2) years in an administrative role
- Bilingualism (English and French) an asset

### Skills and Abilities

- Working knowledge of Microsoft Office, Internet applications, and an ability to learn new software
- 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

- 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 deadlines, while maintaining accuracy and attention to detail
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)

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 as outlined below and quote "Summer Program Assistant, Educator Experience, London, ON" by 11:59 p.m. ET on March 5, 2022 to:

Shawna Agathos  
 Manager, Human Resources  
 Let's Talk Science  
 1510 Woodcock Street, Unit 12 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.*