

LET'S TALK SCIENCE POSITION POSTING

Position Title: Summer Programming Assistant, Let's Talk Science Outreach (*up to 4 positions available*)
Position Status: 37.5 hours/week for 16 weeks
Pay Rate: \$17.00/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 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>.

Located in Ottawa, Ontario, this position will report to the Regional Coordinator, Let's Talk Science Outreach (Ontario) at Let's Talk Science and Sue McKee, Director Let's Talk Science at uOttawa and CarletonU. In addition, this position will work closely with other members of the Let's Talk Science Outreach team, including Site Coordinators in Ottawa. The position requires you to work out of our space at the University of Ottawa. This is not a position that has an option to work at home.

Responsibilities

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics and deliver science outreach activities throughout the Ottawa, the surrounding rural areas, and in Northern Indigenous communities, in-person
- Prepare and pack kits of materials for children and youth.
- Assist with activity bookings as required
- Assist with related administrative clerical duties
- There may be opportunities to develop, prepare and deliver new STEM-based hands-on activities for community events (online and in-person); however, the majority of the work will be delivering/presenting activities to children and youth
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- Some post-secondary education in a STEM or education related discipline or an Indigenous person interested in STEM outreach to Indigenous and other youth.
- Bilingual (English and French) required for some positions and considered an asset for others
- Young person between the ages of 18 and 30 with Canadian citizenship or permanent residency
- Access to a car and a valid driver's license an asset for some positions
- Ability to work during the week between the hours of 8:00 a.m. and 6:00 p.m. as well as some evening and weekend hours as required for community events
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)
- Willingness to travel within the provinces of Ontario, Quebec, and Nunavut for up to a week at a time (travel expenses will be reimbursed)
- Working knowledge of Microsoft Office, Google docs, Internet applications, and 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 and strong project coordination skills
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact
- Previous experience leading and delivering science outreach activities, volunteer experience with Let's Talk Science and/or experience mentoring volunteers considered assets

Skills and Experience the Summer Programming Assistant, Let's Talk Science Outreach will Gain

- Interpersonal skills, working in a team environment
- Communication, problem solving and organizational skills
- Experience working in a professional not-for-profit environment
- Teaching skills

Please note that the availability and terms of these positions are dependent on approval of financing from Service Canada. The candidates must be:

- **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 Programming Assistant, Ottawa, Ontario" by **11:59pm EDT on March 5, 2022** to:

Shawna Agathos

Manager, Human Resources

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

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.