

## LET'S TALK SCIENCE POSITION POSTING

**Position Title:** Summer Programming Assistant - located in London, Ontario  
**Position Status:** 37.5 hours/week for 7-16 weeks  
**Pay Rate:** \$18.50/hour  
**Closing Date:** April 7, 2024

### 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

The Summer Programming Assistant, Let's Talk Science Outreach will support key elements of the Let's Talk Science Outreach program including, records management, the lending library and hands-on activity planning and delivery. The position will primarily be working on refurbishing activity kits, organizing materials, and office tasks, with occasional other tasks such as assisting with events.

### Responsibilities

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics, develop and deliver science outreach activities online and in-person (if circumstances allow)
- Develop, prepare and deliver new STEM-based hands-on activities for community groups (online and in-person)
- Assist with activity bookings as required
- Refurbish Let's Talk Science workshop kit lending library stocking including: replenishing supplies; updating content; and shipping to outreach sites as appropriate
- Develop and prepare asynchronous STEM-based activities including pre-recorded video content (only some positions)
- 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 STEM or education related discipline
- Over 21 with a valid driver's license required for some positions/locations
- Bilingual (English and French) required for some positions/locations and considered an asset for others
- Experience developing, leading and delivering science outreach activities, preferably with Let's Talk Science; experience with delivering online presentations and/or outreach strongly desired
- Experience working with kids across a broad age range, particularly between the ages of 8 and 18 (Gr. 3-12)
- Working knowledge of Microsoft Office, videoconferencing applications, and video creation/editing software
- 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, science outreach and/or education
- Ability to work some evening and weekend hours as required for community events that may occur later in the summer or occur virtually in other time zones
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)
- Willingness to travel for up to a week at a time (travel expenses will be reimbursed)
- 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
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact
- Experience mentoring volunteers preferred

### **Skills and Experience the Programming Assistant will Gain**

- Computer, research, and data analysis skills, gained through refined Internet searches and use of survey analysis and video editing software
- Interpersonal skills, working in a team environment
- Communication, problem solving and organizational skills
- Experience working in a professional not-for-profit education environment

***Please note that the availability and terms of this position is dependent on approval of financing from Service Canada. Positions through 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 paused the enforcement of our mandatory COVID-19 Vaccination Policy. We will continue to strongly recommend vaccination; we will monitor and follow the scientific research but will not require that any new staff be vaccinated for COVID-19 as a condition of their employment. Please note that the policy will continue to exist and may be enforced again in the future if warranted.

Interested candidates should submit their resume and cover letter quoting "Summer Programming Assistant" by **11:59pm EDT on April 7, 2024** to:

Shawna Agathos

Human Resources Generalist

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.*