

LET'S TALK SCIENCE POSITION POSTING

Position Title: Summer Web Content Assistant – London, ON
Position Status: 37.5 hours per week for 7-16 weeks
Pay Rate: \$17.50/hour
Closing Date: March 17, 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 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 Web Content Assistant will assist with the scheduling, creation and posting of content in support of the consolidation of the organization's current web presence.

Responsibilities:

- Review, edit, and/or prepare content ready for posting on Let's Talk Science/Parlons sciences websites
- Post content on Let's Talk Science/Parlons sciences websites within content management systems (CMSs) while following established guidelines for posting
- Tag posted content with the appropriate tags from a search, accessibility and/or search engine optimization (SEO) perspective
- Support the facilitation of the translation and validation process, as appropriate
- Assist with preparation and creation of content (e.g. articles, images, videos, pdfs, resources, and links)
- Other duties as requested/required within the scope of the position

Requirements/Qualifications:

- Some post-secondary studies with a focus in web development, digital communications or a related discipline; equivalent experience will be considered
- Young person between the ages of 15 and 30 with Canadian citizenship or permanent residency
- Knowledge of web and information technology practices, products and processes
- Comfort with technology and an ability to learn new software and platforms
- Working understanding of content management systems; experience with Drupal is considered a strong asset
- Self-starter with excellent organizational, communication and project management skills
- Detail oriented with an ability to be flexible and work with multiple evolving projects at the same time
- Understanding of HTML, CSS and JavaScript preferred
- Understanding of Search Engine Optimization (SEO) and Website Accessibility preferred
- Bilingual (English and French) considered an asset

Skills and Experience the Web Assistant will Gain:

- Comfort working with technology and experience with a variety of software and platforms
- Computer skills, including use of contact managements systems and web site content management systems
- Interpersonal skills, experience working in a team environment
- Communication, organizational project management and problem solving skills
- Experience working in a not-for-profit education environment and with technology teams

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 including quoting "Summer Web Content Assistant, London, ON" by 11:59 pm ET on March 17, 2024 to:

Shawna Agathos

Human Resources Generalist

Let's Talk Science, 1510 Woodcock Street, Unit 8, London, ON N6H 5S1

Or via 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.