

LET'S TALK SCIENCE POSITION POSTING

Position Title: Regional Coordinator, Let's Talk Science Outreach (Western)

Position Status: Full-time, permanent position

Closing Date: Position will remain open until filled; however, applications are encouraged by 11:59 pm ET on April 21, 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>.

Benefits and Perks of Working at Let's Talk Science

- Competitive salary (hiring range \$57,000-\$63,000) and flexible hours
- Remote work with support for set up and connectivity- location is preferred in Calgary, Alberta or Vancouver, British Columbia. However, work from other locations within Alberta, British Columbia, Manitoba or Saskatchewan is negotiable for the right candidate.
- Starting with 3 weeks' annual vacation plus a 2-week paid closure over the December–January holiday period
- Comprehensive group benefit package, including health, dental, vision, life and critical illness.
- Training to support our commitment to EDIA.

POSITION

The Regional Coordinator, Let's Talk Science Outreach (Western) is responsible for overseeing the day-to-day operations of the Let's Talk Science Outreach program in western Canada. This includes strengthening communications with post-secondary site coordinators; gathering information about site activities, opportunities, and challenges; coaching and mentoring wherever possible to assist site coordinators with their endeavours; sharing information between sites; creating a sense of community and working with the rest of the Youth and Volunteer Experience team to ensure overall program success. This position is also responsible for monitoring and developing relationships with host post-secondary partners and working with community stakeholders to enhance the profile of Let's Talk Science in western Canada. In addition, as a member of the national Youth & Volunteer Experience team, this position will contribute to the success of other team projects, including leading at least one project that supports the program Nationally.

Responsibilities:

- Work with the Youth and Volunteer Experience team to develop and implement a program strategy including work plans, proposals for future program activities, and annual program budget for the region

- Support coordinators at assigned post-secondary partner sites by maintaining regular communication including e-mail, telephone, and personal visits
- Support hiring, training and mentoring of site coordinators at assigned post-secondary partner sites
- Support Site Coordinators at the assigned sites with Post-Secondary Senior Administration relationship building and institutional fundraising
- Support program administration (contracts, agreements, stipend payments, promotional item orders, budgets etc.) for the assigned sites
- Support annual workplanning, budgeting and reporting process at post-secondary outreach sites in the region; collect and summarize site reports as required throughout the year for supporter relations or other requests for information
- Oversee recruitment and start-up of new post-secondary partner sites in the region.
- Support volunteer recruitment, engagement, communications and recognition for assigned post-secondary partner sites
- Lead the Western regional training conference and support the national training conference
- Oversee and support implementation of volunteer training and professional development, with assigned partner outreach sites, delivering programming as required and to external organizations
- Oversee and support logistics of select outreach projects and events in the region (could include oversight of summer interns)
- Work to increase awareness of Let's Talk Science in Western Canada by developing and implementing community-based activities, which may include creating community partnerships
- Work with Fund Development to manage funding and community partnerships as it relates to donor and funder volunteer engagement in the region
- Work with National Office staff to ensure Let's Talk Science programs and services are integrated
- Lead at least one project that supports all Outreach Sites across Canada, as determined by needs of the program and considering the interests and experience of the individual.
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Post-secondary education, graduate degree in science, technology, engineering, math or education preferred
- Good knowledge of Microsoft Office Professional, including Microsoft Outlook
- At least two years of experience in volunteer management
- Understanding of the importance of science and technology to society
- Bilingual (English and French, written and spoken) an asset
- Previous involvement in Let's Talk Science Outreach an asset
- Experience working with Indigenous youth or communities an asset
- Willingness to travel to in Western Canada (site visits, conferences) and some travel to Ontario (staff meetings, and conferences)
- Experience overseeing or taking part in translation an asset

Skills and Abilities

- Excellent organization and self-management skills; accuracy and attention to detail
- Proven ability to work as effective member of a team
- Excellent oral and written communications
- Discretion and the ability to maintain confidentiality
- Ability to work outside of regular hours on occasion, including weekends

Working Relationships

This position reports to the Manager, Site Support and works closely with other staff in this team as well as site coordinators at assigned Let's Talk Science post-secondary partner sites in western Canada. In addition, the incumbent works closely with program delivery staff as well as those in the following functions Communications, Marketing, Fund Development and Operations.

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 salary expectations) quoting "Regional Coordinator, Let's Talk Science Outreach (Western)" as outlined below by 11:59 pm ET on April 21, 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.