

LET'S TALK SCIENCE POSITION POSTING

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

Position Status: Full-time, 2 year renewable contract, eligible for benefits

Location: Calgary, Alberta

Closing Date: Applications are encouraged by Monday, April 17th; however, the position will remain open until filled

THE OPPORTUNITY

Let's Talk Science is an award-winning, national, charitable organization focused on education and outreach to support youth development. We create and deliver unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM) to support learning and skill development. Our programs, resources and services, we motivate and empower Canadian children and youth of all ages to fulfill their potential and prepare for their future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 4 million children, youth, educators and volunteers in STEM since its inception.

Our regional office in Calgary, Alberta is **strongly** preferred as a work location. For the right candidate and depending on circumstances, other major cities in Western Canada may also be considered.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization.

POSITION

The Regional Coordinator, Let's Talk Science Outreach 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 outreach 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 Canada's west. In addition, as a member of the national Let's Talk Science Outreach team, this position will help to develop and support the implementation of the organization's national career awareness and volunteer professional development strategies at all Outreach sites across Canada.

Responsibilities:

- Work with outreach team to develop and support the organization's national career awareness and volunteer professional development strategies at all Outreach sites across Canada
- Work with the Let's Talk Science Outreach team to develop and implement a program strategy including work plans, proposals for future program activities, and annual program budget for Canada's west
- Support coordinators at post-secondary partner sites in the west by maintaining regular communication including e-mail, telephone, and personal visits
- Support Site Coordinators in the west with Post-Secondary Senior Administration relationship building and institutional fundraising
- Oversee program administration (contracts, agreements, stipend payments, promotional item orders, budgets etc.) for Western outreach sites
- Work closely with the Coordinator, Online Engagement to offer web-based opportunities for engagement
- Support annual report process at post-secondary outreach sites in Western Canada; collect and summarize site reports as required throughout the year for supporter relations or other requests for information
- Ensure all Western Canada partner sites receive an annual visit from the Let's Talk Science Outreach team, providing training as required
- Oversee start-up/launch of new post-secondary partner sites in Western Canada
- Support volunteer recognition program for western post-secondary partner sites
- Support and attend the Western regional training conference and the national training conference
- Oversee implementation of volunteer training program, with Western partner outreach sites, delivering the program as required and to external organizations in Western Canada
- Oversee and support logistics of select volunteer outreach projects in Western Canada

- 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 Community Development and Emerging Opportunities and Fund Development to manage funding and community partnerships as it relates to employee volunteer engagement in Western Canada
- Work with the Calgary and National Office staff to ensure Let's Talk Science programs and services are integrated
- Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Post-secondary education, graduate degree in science, technology, engineering or math 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
- Fully bilingual- both written and orally an asset
- Previous involvement in Let's Talk Science outreach an asset
- Experience working with Indigenous youth or communities an asset
- Willingness to travel in Western Canada (site visits, conferences,) and some travel to Ontario (staff meetings, and conferences)

Skills and Abilities

- Excellent organization and self-management skills; accuracy and attention to detail
- Proven ability to work as effective member of a team
- Professional and courteous telephone and personal manner
- 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, Let's Talk Science Outreach and works closely with other staff in this team as well as site coordinators at Let's Talk Science post-secondary partner sites in Western provinces (BC, AB, SK, MB). In addition the incumbent works closely with staff in Calgary, program delivery staff as well as those in the following functions Communications, Fund Development, Community Development and Emerging Opportunities and Finance, Administration and Information Systems.

Interested candidates should submit their resume and cover letter including salary expectations and quoting "Regional Coordinator, Let's Talk Science Outreach (Western)" as outlined below. The position will remain open until filled; however, applications are encouraged by 11:59 p.m. on **Monday, April 17th, 2017**. Please submit to:

Heather Small

Coordinator, Human Resources, Let's Talk Science
1510 Woodcock Street, Unit 12 London ON N6H 5S1

Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let's Talk Science is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals. If you have a disability that requires accommodation to assist you with any aspect of the hiring process, please contact the Coordinator, Human Resources listed above. Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.