

## Let's Talk Science Position Posting

**Position Title:** Intern, Let's Talk Science Outreach  
**Position Status:** 37.5 hours/week for 12 weeks  
**Closing Date:** April 30, 2017

### 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.

Located in London, Ontario, this position will report to the Manager, Let's Talk Science Outreach at Let's Talk Science. In addition this position will work closely with the other Let's Talk Science Outreach program delivery staff on projects relating to specific areas of the organization.

We invite you to visit our web site ([www.letstalkscience.ca](http://www.letstalkscience.ca)) to learn more about our organization.

### RESPONSIBILITIES

- Let's Talk Science workshop kit lending library stocking; including replenishing supplies, updating content and shipping to outreach sites as appropriate
- Contribute to entering, maintaining and/or auditing program information
- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics and deliver science outreach activities in London and area; including First Nations, Métis and Inuit (FNMI) gatherings and/or community outreach
- Develop new science-based hands-on activities and prepare content for the web site
- Contribute to the annual distribution process of supplies and promotional items to Let's Talk Science Outreach sites across Canada
- Complete annual updates to manuals and documentation utilized by Let's Talk Science Outreach sites for local program administration

### REQUIREMENTS/QUALIFICATIONS

- Some university or college education, preferably in an area related to science, engineering, technology, or math
- Full-time student in the 2016-17 academic year, planning to return full-time in 2017-18
- Working knowledge of Microsoft Office, Internet applications, and ability to learn new software
- Demonstrated Internet research skills
- Naturally organized, self-starter with a systems thinking orientation
- Interest in working in non-profit sector and/or in science outreach
- Experience with delivering science outreach activities an asset

### SKILLS AND EXPERIENCE THE INTERN, LET'S TALK SCIENCE OUTREACH WILL GAIN:

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

*Please note that the availability and terms of this position are dependent on approval of financing from Service Canada.*

Interested candidates should submit their resume and cover letter quoting "Intern, Let's Talk Science Outreach" by **11:59pm on April 30, 2017** to:

Heather Small, Coordinator, Human Resources  
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

*If you have a disability that requires an accommodation to assist you with any aspect of the hiring process, please contact Human Resources Coordinator listed above. Let's Talk Science is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified individuals. While we appreciate all applications, only those invited for an interview will be acknowledged.*