SITE COORDINATOR JOB OPPORTUNITY

THE OPPORTUNITY

Join a national network of enthusiastic graduate science and engineering students working together to make a difference in the science literacy of young Canadians!

RESPONSIBILITIES

- Recruit & train new site volunteers
- Recruit educators
- Support volunteers by helping plan activities, organizing activity supplies, & making travel arrangements
- Plan and organize trips to rural & remote communities
- Maintain records of activities carried out & evaluations received
- Track program finances & maintain the site budget
- Acquire additional funding from your institution & local community
- Compile & write stewardship reports to funders
- Maintain strong communication with Let’s Talk Science National Office & local program supporters
- Annually attend at least one fully funded Let’s Talk Science conference

BENEFITS

- Develop business & communication skills
- Gain fundraising & budgetary skills
- Work in a positive environment
- Tremendous freedom to pursue new goals for the LTS Partnership Program
- Paid travel to LTS conferences & rural communities
- Earn a coordinator stipend
  (Training and support are provided)

To Apply

Send resume with references and cover letter to ltseven@sfu.ca

Deadline: Monday, March 31, 2014