

### **The opportunity**

Join a national network of enthusiastic students working together to make a difference in the science literacy of young Canadians! A coordinator position is highly rewarding and comes with many benefits.

### **The Position**

As a Let's Talk Science Outreach Site Coordinator you will work with other Site Coordinators at your University to recruit, support, and manage volunteers and educators. The job involves maintaining strong communication with teachers, volunteers, other Site Coordinators across Canada, Let's Talk Science National Office and local program supporters. As a Site Coordinator you are also well supported by the Let's Talk Science National Office -- this position works closely with one additional SFU site coordinator, the National Coordinator, Let's Talk Science Outreach and the Assistant National Coordinator, Let's Talk Science Outreach.

### **Responsibilities:**

- Recruit and train new site volunteers and any additional coordinators hired
- Recruit educators
- Partner volunteers and educators where appropriate
- Support Let's Talk Science site volunteers by helping to plan activities, organizing activity supplies, and making travel arrangements
- Plan and organize trips to rural and remote communities
- Maintain up-to-date, complete records of activities carried out and evaluations received on the Let's Talk Science portal
- Track finances and maintain an up-to-date budget on the Let's Talk Science portal
- Acquire additional funding from within the university and local community as needed
- Compile and write stewardship reports to local and national funders
- Maintain regular contact with the National Coordinator, Assistant National Coordinator and others at the National Office
- Attend at least one fully funded Let's Talk Science conference each year

### **Qualifications:**

- Be registered in a graduate program in a science, technology, engineering or mathematics related discipline at SFU
- Enthusiasm and a passion for science outreach and education
- Self-starter, with the ability to work and carry out agreed upon objectives (this is very important!)
- Past experience as a Let's Talk Science outreach volunteer is an asset
- Project management experience is an asset

### **Skills and Abilities**

- Demonstrated strong oral and written communication skills
- Strong leadership skills and interpersonal skills
- Excellent planning and organizational skills (this is very important!)
- High level of computer literacy, experience with: Internet applications, and Microsoft Office Suite

### **Benefits**

- Develop business, leadership and communication skills applicable to any field or career choice
- Gain fundraising and budgetary skills transferable to everything from everyday life, to small business entrepreneurship to grant fund management for the future professor
- Work in a positive work environment filled with generous and passionate people
- Tremendous autonomy to pursue new goals for Let's Talk Science Outreach at Simon Fraser University
- Paid travel to Let's Talk Science conferences & rural communities
- Earn a coordinator stipend

### **The Ideal Candidate Will**

- Be registered in a graduate degree at SFU in science, technology, engineering or mathematics, and have at least 2 years remaining in their program
- Attend SFU Burnaby campus on a daily basis
- Be willing to travel 1-2 times per year to LTS conferences, and/or to lead road trips to rural communities in BC
- Have experience dealing with high volumes of email
- Have a flexible daily schedule allowing time for various LTS activities
- Have a supervisor who is supportive of science outreach