

Let's Talk Science at Guelph is hiring a Community Events Coordinator

Position Title: Community Events Coordinator

Position Status: 8-12 h/week, 1 year contract (beginning May 2019), \$4000 stipend

Position Location: University of Guelph, Guelph, Ontario

Application deadline: Friday April 5th. Please send a resume and cover letter to letstalkscience.guelph@gmail.com in a single PDF file.

The Opportunity:

Let's Talk Science (LTS) is a national, award-winning, not-for-profit organization focused on scientific education and outreach. LTS volunteers at the University of Guelph engage kids and youth (kindergarten – grade 12) through hands-on science, technology, engineering, and math activities in classrooms, at public libraries and community events, and on campus. The University of Guelph site reaches approximately 10,000 youth every year and is currently led by three Site Coordinators. We are currently seeking a motivated individual to hire as a Community Events Coordinator.

Community Events Coordinator Responsibilities:

1. Plan and manage various large-scale Let's Talk Science events throughout the school year. These events include, but are not limited to The Let's Talk Science Challenge and the School of Witchcraft and Wizardry.
2. Responsible for the planning and execution of community outreach events, with the support of fellow coordinators and National LTS staff. These include partnerships with public libraries, on campus departments and clubs such as the High School Chemistry Visits, Science Olympics and the Interaction Conference, and private groups (eg. Girl Guides), fall fair booths, farmers' market booths etc.
3. Coordinate trips for rural outreach. For example, weekend Bruce County library visits or Indigenous outreach initiatives.

Qualifications and Skills:

- Strong interpersonal communication skills
- Exceptional organizational skills
- Ability to work both independently and cooperatively in a team environment
- Time management skills and flexible schedule
- Computer access, digital organization, and working knowledge of Microsoft Office and Google applications
- Enthusiasm and passion for outreach and education
- Experience with financial organization and maintaining a budget
- Experience with event planning or chairing committees an asset