

Network Member Services Specialist Job Posting

Actua has an immediate opening for Network Member Services Specialist in Ottawa, Ontario. Actua provides training, resources and support to its national network of members located at universities and colleges across Canada in the delivery of science, technology, engineering and mathematics (STEM) education outreach programming. Each year, these members engage over 225,000 youth in 500 communities nationwide.

Description

As the Network Member Services Specialist, you will report to the Senior Manager of Network Membership and your main responsibilities will be to provide system-wide support to ensure network members have easy access to and are informed about Actua's resources and services, as well as to provide specialist support as necessary to coordinate network member engagement on specific programs, projects and events. This is an exciting position that will have impact on Actua's national initiatives to engage youth in STEM.

Scope of work

The primary responsibilities of this position include:

- Onboarding new network members and their programming staff.
- Provide coaching and expertise as needed on delivering high quality STEM outreach.
- Supporting community engagement with network members online.
- Ensuring available resources and tools are kept organized and up to date.
- Coordinating network member participation in special projects and events.
- Provide critical support to the annual funding and reporting systems for the network.
- Other duties as required.

Qualifications

- Degree or Diploma in a STEM or Education field.
- STEM Outreach program management in a post secondary environment.
- 3-5 years experience developing and overseeing educational youth programs.
- Demonstrated experience developing strong professional relationships
- Demonstrated ability to take on multiple responsibilities, establish and meet deadlines
- Demonstrated ability to think systematically, critically and to solve problems efficiently
- Proficiency in Google Suite and other standard office tools.
- Bilingual in written, spoken, and oral French and English

Assets

- Experience coordinating a national team or network.
- Experience with an Actua network member or at a post-secondary institution

How to apply

Please submit your resume and cover letter in one single PDF document through Actua's online application system: www.actua.ca/employment.

The cover letter can be addressed to:

Tracy Ross, Director of Network Membership

Actua

111 Murray Street

Ottawa, ON K1N 5M5

Application Deadline

The position will remain open until filled.

We thank each applicant for their interest, but only those selected for an interview will be contacted.

Actua is committed to providing accommodations for people with a disability in all aspects of the recruitment and selection process in accordance with Accessibility for Ontarians with a Disabilities Act (AODA 2005). As required, please contact us and we will follow-up within 2 business days.

For more information about Actua please visit Actua's main website at <http://www.actua.ca>.