

## Digital Skills Educator

### About this Opportunity

Are you an educator who loves designing prototypes, tinkering with tech, playing in digital environments, and knows a language or two (coding, that is)? Do you love to share that passion with others through training? If so, you could be Actua's next new hire. Actua is Canada's leading science, technology, engineering and mathematics (STEM) outreach organization, and we're looking for a new Digital Skills Educator to join our team. This is a one-year contract position with the possibility of extension. Preference will be given to applicants that can work from Actua's National Office in Ottawa. This position will report to the Manager of Education.

### What You Will Do

- Curate, create and remix technology-based content for Actua's programs. At the heart of your role, you will leverage technology to build lesson plans, activities, and workshops that teach coding and digital skills (STEM-based computer science) to K-12 youth (ages 5-18) as well as support teachers with bringing these concepts into classrooms. You will be conscientious of Actua's focus on reaching underserved and underrepresented youth, and understand a range of needs such as creating unplugged and tech-free activities, culturally relevant activities, and low-cost tech options so that all Canadian youth can benefit from the digital skills and coding content you build. This content will leverage creative learning techniques to focus on themes including computational thinking, cyber security, artificial intelligence and machine learning, inclusive technology, coding and robotics, AR/VR, and app and game design (among others). Curious what this kind of content looks like? Check out the [Actua Academy](#) for samples.

- Collaborating with Actua's network members and other stakeholders. Our 40+ network members, who are based at colleges and universities across Canada, often have questions about the best EdTech to purchase or how to use technology in innovative ways - and you are an expert ready to share ideas and to support their needs! Working collaboratively with Actua's network members, you will support the growth of their coding and digital skills programs - both training them on specific technology, and identifying new ways in which to use tech in their youth activities. You will also have opportunities to connect with some of our industry partners, such as Google or Microsoft, to update them on our digital skills content for specific projects or get insights into emerging programs and platforms for computer science education.
- Keeping connected with trends and innovators in technology. Our world is changing fast. We don't know what the jobs of the future will be, but what we do know is that foundational skills in science, technology, engineering and math (STEM) will help prepare youth for any career path they choose to pursue. This is why keeping your finger on the pulse of what's current with respect to the top minds in the industry, the latest innovative and educational technologies, and emerging career trends is a top priority. You will be plugged into the latest EdTech news, making sure you are on top of current events, not just in technology but also developments within the national education landscape, specifically in K-12 STEM and computer science education. You are well connected and in-the-know about who is performing great work in the technology and education sectors, and look forward to opportunities to share your knowledge, networks and the latest trends with colleagues and stakeholders.
- Advise on existing and future projects at Actua. There are a few special projects that will take priority in your portfolio - specifically, activities for high school youth and teachers. You're someone that likes a lot of variety and is very flexible to change and new emerging areas of work. No two days are alike - one day you may need to be at a special event with youth and media, another you may be advising the CEO for an upcoming speech and another working on developing new online content - if it's connected to education and technology, you're our person!



## About You

- You understand what resonates with youth and teachers. You are familiar with youth learning strategies and are able to effectively impart critical concepts and teachings in a way that will resonate with diverse young people and their educators. You have an innate ability to translate complex content and turn it into fun learning experiences. You are excited about the opportunity to shape the minds of the future directly and by working with teachers.
- You are a great communicator. You know how to confidently and impactfully engage with a broad range of stakeholders and can comfortably tailor your approach and message to resonate with your audience, ensuring it aligns with Actua's brand.
- You are an expert in your field. You love working with technology and manipulating it for the purposes of learning. You spend your free time listening to podcasts, reading blogs, and otherwise keeping up with the latest technological trends and minds. You are eager to share your excitement and new-found knowledge and skills with others, both in your team and beyond.
- You are a self-starter. Where you have gaps in your own understanding, you're a self-motivated learner that loves to explore, and you can quickly pick up new concepts and ideas independently.

## Requirements

- Education degree (or equivalent experience with another undergraduate degree), preference for specialization in computer science or STEM field
- Experience teaching youth (K-12) in STEM concepts, including tech education (programming, computer science and/or robotics)
- Programming experience in at least one coding language
- Experience professionally or personally with EdTech and/or various emerging technologies (e.g., AR/VR, game design, etc.)
- Traveling as opportunities arise is required
- Bilingualism (French and English) is an asset



All Actua employees are required to be fully vaccinated with a Health Canada approved COVID-19 vaccine series as a condition of employment. Should you be a successful candidate, you will be required to provide proof of vaccination.

## Why Work With Us

In this role, you will have the opportunity to make a national impact by joining an organization that is committed to breaking barriers to STEM. Actua's National Indigenous Youth in STEM (InSTEM) Program, Black Youth in STEM, National Girls Program and other programs are designed to engage underrepresented and underserved youth populations across Canada. Each year, Actua and its growing network of 40 college and university-based members engage over 300,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM. We anticipate continued growth over the coming years, which will provide tremendous opportunity for you to grow with us.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. Ideally, this role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and access to group health & medical benefits, and RRSP matching. For more information about us, please visit [actua.ca](https://actua.ca).

## To Apply

Please submit your cover letter and resume as a single PDF document on our [application page](#). If you have work samples, such as a professional portfolio or educational activities you have developed, please include them with your application. The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted.

Actua is an equal opportunity employer. We welcome and encourage applications from people with disabilities. If you require an accommodation, please notify us and we will work with you to meet your needs.

