

# Outreach Content Creator Job Posting

## About this Opportunity

Actua has an immediate opening for an Outreach Content Creator in Ottawa, Ontario.

Actua is a national charity that delivers life-changing experiences to youth in science, technology, engineering, and mathematics (STEM). We achieve this through our network of member organizations located at universities and colleges across Canada and through our own Outreach Team that delivers STEM programming in areas not yet served by our network members.

We are looking for a highly motivated and creative STEM enthusiast who will work with our Outreach Team to develop and deliver locally and culturally relevant science, technology, engineering, and math (STEM) programs. These include school workshops, summer camps, STEM, public events, and other initiatives as they arise. The majority of our Outreach Team programs are delivered in northern remote areas of the country, including the Arctic, and primarily in Indigenous communities.

This position will report to the Manager of Outreach.

## Scope of work

The primary responsibilities in this position include:

- Development of the outreach curriculum taking direction from national staff, ensuring that Actua's standards of quality and pedagogical integrity are maintained at all times and that curriculum meets the unique circumstances of the outreach programming;
- Collaborate with communities, subject matter experts, and external partners to develop relevant STEM content for outreach programs;
- Assist other Actua teams such as the Education, InSTEM or Network Member Services teams with content development as needs arise;
- Facilitate training sessions on content for instructors, network members, or other programs as needed;
- Ensure safe and efficient storage of equipment and materials including maintaining an inventory systems for all technological equipment and,



maintaining an inventory of all other materials and equipment, as well as managing the organization and storage of above materials and equipment;

- Pilot new content and assist with troubleshooting and support while programs are being delivered;
- Deliver outreach programming locally in Ottawa and elsewhere in Canada when required, including traveling to rural and remote communities for extended periods of time;
- Participate in recruitment events, local festivals and/or conferences as they arise
- Contribute to the future of the program by participating in evaluation, providing feedback, and sharing success stories;
- Other duties as assigned by your Supervisor or CEO.

## Qualifications

The ideal candidate is committed to supporting youth participation in STEM through life-changing experiences. Additional desired skills and experiences:

- Undergraduate degree (in related field: education, STEM, Indigenous studies);
- Experience developing and writing lesson plans and activities;
- Excellent interpersonal and communication skills and superior written and oral communication skills;
- Knowledge of Actua's outreach programming and/or background in education or youth outreach;
- Strong attention to detail, flexibility and a high level of accountability;
- Organizational and documentation skills.

## Assets

- Understanding of unique logistical travel challenges within rural/remote and Northern communities;
- Experience working respectfully with First Nations, Métis, and Inuit partners and communities;
- Bilingualism (French and English or Inuktitut and English).

For more information about Actua's Outreach Team, please visit Actua's main website at [www.actua.ca](http://www.actua.ca).



## 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, 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 43 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. 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 [www.actua.ca](http://www.actua.ca).

## To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. If you have work samples, such as a professional portfolio and/or links to campaigns you have developed, please include them with your application.

The cover letter can be addressed to:

**Jenifer Spencer, Director of Education & Outreach**  
Actua  
111 Murray Street  
Ottawa, ON K1N 5M5

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 and is committed to accessible employment practices. If you have a disability and require an accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.

