

Outreach Coordinator Job Posting

About this Opportunity

Actua has an immediate opening for an Outreach Coordinator 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, extremely organized and resourceful individual who will work with our Outreach Team to coordinate the delivery of school workshops, summer camps, STEM kits, and other community events for youth ages 5-17. 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 of this position include:

- Booking school workshops, camps and remote programming opportunities by working with school principals and community leaders while promoting the relevance and value of Actua's programs;
- Ensuring the successful delivery of quality programming by maintaining strong positive community relationships through clear communications, precise planning, timely check-ins and updates;
- Supporting the recruitment and training of Outreach Team instructors who are post-secondary students or recent graduates with a strong background in and/or interest in science, technology, engineering and math (STEM) education;
- Providing ongoing support, motivation and leadership to program instructors throughout the duration of their employment;

- Planning travel routes and accommodations for instructors and ensuring their travel and accommodations plans are communicated and supported (including periods of on-call work);
- Supporting the implementation of program evaluations, completing program reports, and maintaining up-to-the-minute documentation;
- Contributing to the development of other program content as needed for emerging projects and/or opportunities that may be delivered by Outreach Team and/or provided to Actua's network members for delivery; and
- Occasional delivery of programs as needed.

Qualifications

Because of the nature of delivering simultaneous programs delivered by multiple teams throughout rural, remote and Arctic communities, this position is best suited for a meticulous planner and record keeper that thrives in a fast-paced, dynamic team environment. The ideal candidate is committed to supporting youth participation in STEM and providing life-changing undergraduate employment experiences for instructors.

Additional desired skills and experiences:

- Undergraduate degree (in a related field: event management, education, STEM, Indigenous studies);
- Experience organizing multiple simultaneous events, booking travel and preparing detailed itineraries;
- Experience recruiting, training, and supervising a team;
- 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.



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.

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.

