

Job Opening: Outreach Coordinator

About this Opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization, preparing youth to be innovators and leaders by engaging them in exciting and accessible experiences that build critical skills and confidence. We focus on engaging the hardest-to-reach youth in Canada ensuring they have the opportunity to develop essential STEM skills. Actua represents and supports a network of 40+ members located at universities and colleges across Canada and through our own Outreach Team delivers STEM programming in areas not yet served by our network members.

Actua is actively seeking 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. We are currently hiring for the role of **Outreach Coordinator**, where you impact Actua's national initiatives to engage youth in STEM. This position will report to the Senior Manager of Outreach. As the Outreach Team primarily engages youth from Indigenous communities, Actua strongly encourages applicants who are living in or are from Indigenous communities or those with experience and/or knowledge of Indigenous cultures to apply.

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 their employment, including being available for extended periods of on-call work throughout the year to troubleshoot travel delays, program planning, etc.
- Planning and booking travel routes and accommodations for instructors and ensuring their travel and accommodations plans are communicated and supported;
- Supporting the implementation of program evaluations, completing program reports, and maintaining up-to-the-minute documentation;
- Supporting financial tracking, including purchasing and reconciliation
- Contributing to the development of other program content as needed for emerging projects and/or opportunities that may be delivered by the Outreach Team and/or provided to Actua's network members for delivery; and
- Facilitating programs as needed, which can take place locally in Ottawa, in remote communities and require travel, or virtually.

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 who 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).

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. 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.

Are you interested?

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.

Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted.

Please note that only applications with cover letters will be considered.



We're committed to inclusion and accessibility.

At **Actua**, we celebrate openness, diversity, and inclusion to enrich our work! We wholeheartedly encourage applicants from all backgrounds to apply! We welcome those who would contribute to the further diversification of our organization including, but not limited to: women; racial or ethnic minorities; First Nations, Inuit, and Métis peoples; persons with disabilities; and 2SLGBTQI+ communities. If contacted for an interview, please let us know if you require any accommodations.

We're up to inspiring things! Be part of something incredible.

