

## Job Opening: Coordinator, Membership and Projects (Bilingual)

### 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.

Actua is actively seeking a highly motivated, extremely personable, and bilingual individual to join our Network Member Services Team to coordinate our membership application processes, support our Quebec members, and other community events for our network Members. The **Coordinator, Membership and Projects (Bilingual)** will coordinate our membership application process, support members in Quebec, and assist with other community events for our network members. This position will report to the Director of Network membership.

### About you

You possess exceptional interpersonal skills and a proven track record in supporting the needs of others. You are fluently bilingual (English and French) and have demonstrated success in building relationships and communications. You also possess skills in coordinating projects, and managing communications.

You possess a genuine interest and commitment to Actua's mission and values. You thrive in work environments where diversity, equity, and inclusion are not just buzzwords, but deeply ingrained in the culture. With impeccable organizational abilities and a passion for non-profit work, you genuinely enjoy collaboration to drive employee engagement and organizational success. You'll work with like-minded professionals, collaborating to empower young minds and shape the future of STEM education.

### What you will do:

- **Member Success Advisor - Quebec Network Membership:** You'll provide day-to-day support for our Quebec network members including answering questions, coordinating contact with other areas of the Actua office, and directing them to available resources. You'll ensure French resources and Actua's communication tools are up to date. You'll maintain regular contact and check-ins with Quebec members, particularly around the progress of funded initiatives, staying up-to-date on their current initiatives, successes, and challenges. You'll maintain positive relationships with multiple contacts within each member institution. You'll provide regular updates to our internal teams regarding Quebec members' successes, needs and issues, as well as social media leveraging opportunities. You'll inform your supervisor of any developments and updates that

may compromise the successful delivery by Quebec members of funded initiatives or other national goals.

- **Network Member Growth Strategy:** You'll contribute to the strategic planning for the sustainable growth of the network. You'll organize membership application processes, including site visits, meeting with key stakeholders, assisting with application preparation, budget, program and partnership planning. You'll establish and maintain strong relationships with national associations. You'll represent Actua at meetings with colleges and universities interested in Actua membership with a focus on expanding relationships with colleges who are not yet in the network. You'll coordinate the initial onboarding of new network members to ensure successful integration and delivery of objectives.
- **External Relations:** You'll remain knowledgeable about current best practices in STEM outreach. You'll be informed of local organizations that are operating in the same local STEM ecosystem as our network members. You'll represent Actua at partnership events and meetings as needed.
- **Coordination of Special Projects:** You'll assist and lead Actua in coordinating and delivering initiatives related to network member programs and services. You'll manage accountability, expectations, progress, and problem-solving.

## Qualifications

- Post-secondary degree or Diploma in a STEM, education, or related field.
- Experience working in a post-secondary environment is an asset.
- Experience working with a national association is an asset.
- 3-5 years of experience developing and overseeing educational youth programs.
- Demonstrated experience developing strong professional relationships.
- Demonstrated ability to think strategically, systematically, and critically.
- Proficiency in Google Suite or other standard office tools is essential.
- Bilingual in written, spoken, and oral French and English is a requirement.

## Additional desired skills and experiences

- You are an exceptional communicator and possess excellent project management and organizational skills.
- You are a great team player. You are excited about the opportunity to work with and support multiple network members in everything Actua.
- You are comfortable working with teams to propose new ideas and help bring Actua's vision to life.
- You are a self-starter. Where you have gaps in your understanding, you're a self-motivated learner who loves to explore, and you can quickly pick up new concepts and ideas independently.
- You are an expert in your field. You love working with like-minded people who support and thrive in a collaborative environment.

## 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](http://www.actua.ca).

## Are you interested?

Please submit your cover letter and resume as a single PDF document on the Actua employment page. 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.**