

Job Opening: Outreach Coordinator

About this Opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization. We focus on engaging the hardest-to-reach youth in Canada ensuring they have hands-on opportunities to develop essential STEM skills and confidence. Actua represents and supports a network of over 40 member organizations located at universities and colleges across Canada. The Actua network annually engages over 375,000 youth in every province and territory.

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 will have the opportunity to impact Actua's national initiatives to engage youth in STEM.

This is a full-time permanent position reporting to the Senior Manager, 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

Due to 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.

Required skills and experiences:

- Undergraduate degree (in a related field: event management, education, STEM, Indigenous studies, etc);
- Experience organizing multiple simultaneous events, booking travel and preparing detailed itineraries;
- Experience recruiting, training, and supervising a team;
- Excellent interpersonal and communication skills, both written and oral;
- 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 unapologetically committed to breaking barriers to STEM. Each year,



Actua and its growing network of [over 40 college and university-based members](#) engage over 375,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. Our Ottawa office is centrally located in the Byward Market. We offer a competitive salary and benefits package including access to group health & dental benefits, Group RSP with matching contribution, and Holiday closure. 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. 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 require accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.