

Let's Talk Science at CarletonU and uOttawa Leadership Opportunity

THE OPPORTUNITY:

Rural and Volunteer Support Coordinator (Carleton University Faculty of Science student)

Join a national network of enthusiastic graduate and undergraduate science and engineering students working together to make a difference in the science literacy of young Canadians! This is a part-time paid position at 9 hours per week beginning September 1, 2022 until June 30, 2023). The position requires you to be a graduate or undergraduate student in the Faculty of Science and pays \$18.00 per hour. The position requires you to be in Ottawa and fully vaccinated (including any boosters you are eligible for). We also require masking in some situations. The position requires you to work closely with the director and a team of 12 coordinators at Carleton University and the University of Ottawa. The position requires you to be fully vaccinated (including any boosters you are eligible for) and will require you to wear a mask (e.g. at meetings and when working with youth).

The main responsibilities of this position include those below.

- Emailing rural educators in rural areas to set up activities (in person or virtual)
- Recruiting volunteers to do the activities and connecting them to the educators
- Ensuring all rural activities are logged on our online portal
- Booking rental cars if required
- Assisting volunteers to get reimbursed for expenses
- Recruiting, training, and motivating volunteers (including planning a few get-togethers)
- Meeting volunteers at Carleton to give them kits

Responsibilities of all coordinators

- Recruit new volunteers
- Attend training sessions for new volunteers
- Attend returning volunteer sessions
- Attend coordinator team meetings (generally held monthly)
- Fulfill responsibilities as required by the National Office of Let's Talk Science
- Annually attend at least one fully funded Let's Talk Science conference.

Assets

Previous or current volunteer involvement with Let's Talk Science; bilingualism (asset); ability to work as a team and independently; excellent communication and organizational skills.

Please email your **cover letter** and CV by August 28, 2022, to Sue McKee, Director, Let's Talk Science at CarletonU and uOttawa at carleton@outreach.letstalkscience.ca. Your **cover letter** should include why you want this position, the strengths you bring to the position, and how your experiences (e.g. with Let's Talk Science or other relevant experience) make you a great candidate. CVs without a cover letter will not be considered.