

Canadian Association for Girls in Science

Virtual Outreach Coordinator and STEM Communicator

Position Summary: We are seeking a dynamic, motivated, and skilled individual to work in a fast-paced environment. We require two skill sets: ***virtual outreach coordination*** and ***virtual content creation***.

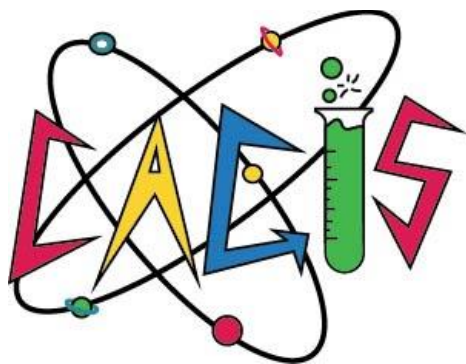
The position will be one full-time position (an individual with both skill sets) or divided into two part-time positions (two individuals, each with one skill set).

If you have both skills sets, please apply for a full-time position. If you have one skill set please apply for a part-time position.

Positions are for work until December 31, 2023 with possibility of extension, pending performance and funding availability.

Location: This is a work-from-home position.

Organization Description: The Canadian Association for Girls In Science (CAGIS) is an award-winning national not-for-profit organization that supports interest in Science, Technology, Trades, Engineering, and Mathematics (STEM) among girls and gender minority youth. CAGIS has a strong and sustained reputation in STEM outreach and education. CAGIS Chapters meet monthly to explore STEM with fun, hands-on activities led by experts in a variety of STEM fields. CAGIS Virtual brings STEM to the homes of participants with live virtual sessions full of fun, hands-on activities led by experts.



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Summary of Duties:

Virtual Outreach Coordination

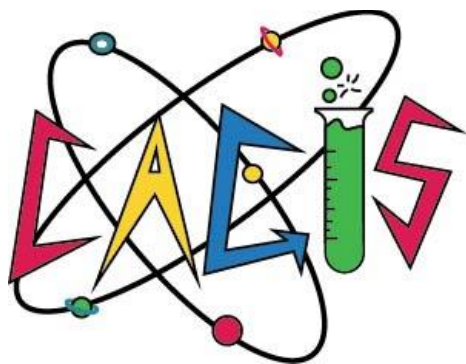
We are seeking a dynamic virtual outreach coordinator, who enjoys working with kids and teens, to co-develop and facilitate high quality, exciting, entertaining, and fun hands-on virtual STEM sessions. Duties will include:

- identifying and reaching out to STEM experts (session hosts) to plan imaginative, scientifically grounded, virtual STEM sessions;
- working with session hosts to co-develop and design weekly, fun, hands-on virtual events;
- testing the hands-on activities and adapting them as appropriate;
- providing positive feedback to the session hosts and doing a full run-through before the event;
- training and organizing volunteers leading up to the virtual sessions;
- writing descriptions of upcoming virtual sessions for the website;
- project management and organization of timelines;
- performing other emerging duties as identified.

Virtual Content Creation

We are seeking a passionate and highly skilled science communicator with strong STEM knowledge and a proven track record of identifying and translating STEM in a fun, engaging, and accurate manner for kids and teens. Duties will include:

- writing engaging and technically accurate articles on a variety of STEM topics;
- writing up fun activities and experiments on a variety of STEM topics;
- writing articles focused on diverse girls, women, and gender minority individuals in STEM;
- writing articles that highlight the achievements of CAGIS members, staff, volunteers, and alumni;
- identifying interesting topics to highlight;
- creating different types of content for a variety of platforms (e.g. contests, puzzles, did-you-know facts, newsletter articles, STEM-focused social media posts, etc.);
- supporting the content development and ongoing maintenance of a website for kids and teens;
- performing other emerging duties as identified.



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Relevant Experiences and Skills: The successful candidate will have the following:

- Post-secondary training in a Science, Technology, Trades, Engineering, or Mathematics (STEM) field;
- Post-graduate degree in STEM and/or teaching;
- Experience presenting fun, hands-on STEM to children and/or teens;
- Excellent writing competencies and oral communication;
- Experience developing and organizing written and oral materials in a cohesive, structured, and logical manner;
- Ability to work independently and in a team environment with staff, volunteers, partners, and participants;
- Experience with partnership development, collaboration, and networking;
- Strong project management and organizational skills;
- Excellent time management, planning, and follow through.

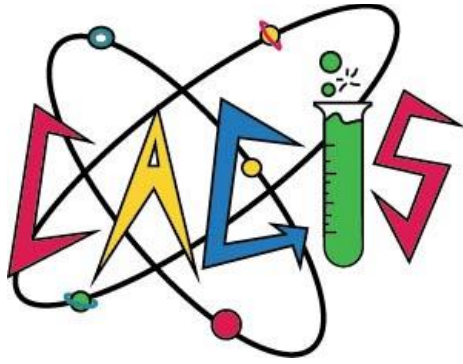
Knowledge of diversity and inclusion challenges (particularly those limiting the participation and advancement of girls, women, gender minority individuals, and other under-represented groups in STEM) could be assets.

This is one full-time or two part-time positions beginning in March, 2021 and ending December 31, 2023, with possibility of extension pending performance and funding availability. The annual full-time salary is \$60,000 with 2% annual increases, renewed annually pending budgetary approval and performance review (or \$30,000 with 2% annual increases for a part-time position).

Please submit electronic applications to Info@GirlsInScience.ca with subject heading “Virtual Outreach Application”. Please include the following as one pdf document:

- Cover letter and résumé or c.v.
- Answers to CAGIS Candidate Information Questions (max 1 page response)
- Samples of written work if you are applying to a full-time position, or a part-time position focused on virtual content creation (e.g. an article written for a public audience).

Closing Date: Applications will be reviewed beginning February 22, 2021. The position will remain open until filled. Interviews will be held via videoconference.

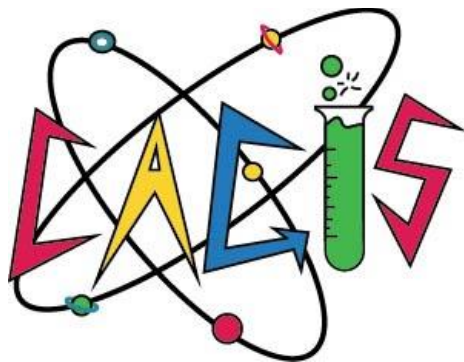


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The successful candidate will need to undergo a vulnerable sector check prior to being hired.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. CAGIS is actively committed to diversity and the principles of Employment Equity. Women, Black, Indigenous, and People of Colour, and people with disabilities are especially encouraged to apply and to voluntarily self-identify as a member of a designated group.



CAGIS Candidate Information Questions

Please summarize your experiences, skills, and qualifications in the following areas (max 1 page for responses to all questions).

1. Presenting STEM to children in a fun and engaging way (written and oral).
2. Writing competencies and oral communication skills.
3. Experience developing and organizing written materials in a cohesive, structured, and logical manner.
4. Ability to work independently and in a team environment with volunteers, staff, partners, and participants.
5. Experience with partnership development, collaboration, and networking.
6. Additional skills, experiences, qualifications, or assets you would like to mention.

Also:

Have you ever been convicted of a criminal code offence? Yes No

I would like to be considered for (please select all that apply):

- ☐ full-time position
- ☐ part-time virtual outreach position
- ☐ part-time virtual content creation position