

Canadian Association for Girls in Science

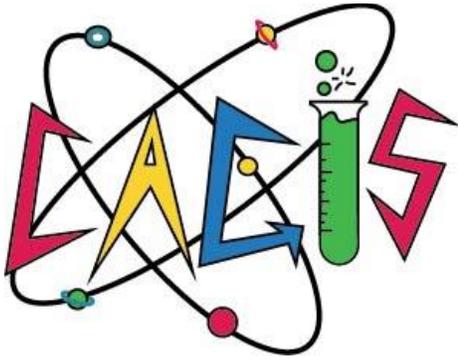
STEM Content Creator

Position Summary: We are seeking a dynamic, motivated, and skilled individual to work in a fast-paced environment. This is a part-time position (15 hrs/week) until December 31, 2023 with possibility of extension, pending performance and funding availability.

Compensation: \$18,000 - \$23,000, annually, based on training and experience.

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, nonbinary, and gender nonconforming youth. CAGIS has a strong and sustained reputation in STEM outreach and education. CAGIS Local Clubs 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:

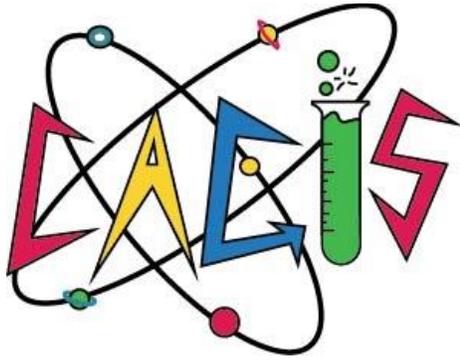
We are seeking a passionate and highly skilled STEM communicator with strong STEM knowledge and a proven track record of identifying and translating STEM in a fun, engaging, and accurate manner for kids and teens.

Main duties will include management of CAGIS social media accounts by:

- featuring engaging STEM facts and discoveries in a concise and technically accurate manner;
- highlighting inspiring girls, women, nonbinary, and gender nonconforming individuals in STEM;
- showcasing CAGIS programs and events;
- monitoring and reporting on analytics;
- supporting the growth of CAGIS activities and social media channels;

Occasional additional duties will include production of and/or involvement in STEM content for newsletter and/or web such as:

- writing engaging and technically accurate articles on a variety of STEM topics;
- writing 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;
- reviewing and editing content produced by youth;
- identifying interesting topics to highlight;
- creating different types of content for a variety of platforms (e.g. contests, STEM Challenges, puzzles, did-you-know facts, etc.);
- 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;
- Experience communicating fun, hands-on STEM to children and/or teens;
- Excellent writing competencies and oral communication;
- Ability to work independently and in a team environment with staff, volunteers, partners, and participants;
- Experience developing and organizing written materials in a cohesive, structured, and logical manner;
- Excellent time management, planning, and follow through.

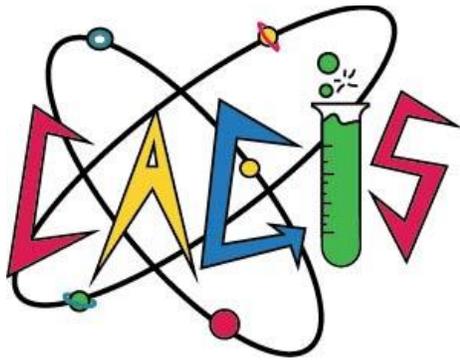
Bilingualism in French and English and knowledge of diversity and inclusion challenges (particularly those influencing gender equity in education and the workplace) could be assets.

This is a part-time position beginning in August or September 2022 and ending December 31, 2023, with possibility of extension pending performance and funding availability. The annual salary for 15 hours per week is \$18,000 - \$23,000, based on training and experience, with 2% annual increases, renewed annually pending budgetary approval and performance review.

To apply, please complete the form and upload the following as one pdf document at GirlsInScience.ca/Were-Hiring:

- Cover letter and résumé or c.v.
- Samples of written work (e.g. an article written for a public audience, a STEM social media post)

Closing Date: Review of applications will begin immediately and continue on a rolling basis. The position will remain open until filled. Interviews will be held via videoconference.



GirlsInScience.ca

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

CAGIS is actively committed to diversity and the principles of Employment Equity. Women, gender diverse individuals, Black, Indigenous, and People of Colour, 2SLGBTQ+, and people with disabilities are especially encouraged to apply and to voluntarily self-identify as a member of a designated group.