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Virtual Outreach Coordinator

Position Summary: We are seeking a dynamic, motivated, and skilled individual to work in a fast-paced environment. This is a part-time position (25 hrs/week) until May 31, 2024 with possibility of extension, pending performance and funding availability.

Compensation: \$34,000 - \$37,500, 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.

Summary of Duties: 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:

- running CAGIS Virtual sessions on Saturdays at 11 am and 1 pm ET during the CAGIS Virtual season (Sept-June);
- 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.



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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.

Coding skills, 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 March 2023 and ending May, 2024, with possibility of extension pending performance and funding availability. The annual salary for 25 hours per week is \$34,000 - \$37,500, 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
- Résumé or c.v.
- Answers to CAGIS Candidate Information Questions (max 1 page response)

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.



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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.



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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.
2. Developing hands-on STEM activities and presentations.
3. Ability to work independently and in a team environment with volunteers, staff, partners, and participants.
4. Experience with partnership development, collaboration, and networking.
5. Additional skills, experiences, qualifications, or assets you would like to mention.