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## 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**.

**Compensation:** \$60,000 per annum.

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

**Work Hours:** This is a **full-time position** (40 hrs/week) until May 31, 2024, with possibility of extension, pending performance and funding availability. The work week will include Saturdays when our virtual program is running, 7 months of the year.

**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 diverse 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:**

### 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:

- 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 to plan imaginative, scientifically grounded, virtual STEM sessions;
- working with STEM experts 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 STEM experts and doing a full run-through before the event;
- training and organizing volunteers leading up to the virtual sessions;
- writing and posting descriptions of upcoming virtual sessions on the website;
- project management and organization of timelines;
- performing other emerging duties as identified.

### Virtual Content Creation

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 girls, women, and gender diverse 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;
- 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;
- 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 influencing gender equity in education and the workplace) could be an asset.

This is a full-time position beginning immediately and ending May 31, 2024, with possibility of extension pending performance and funding availability. The annual salary for 40 hours per week is \$60,000 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](https://GirlsInScience.ca/Were-Hiring):

- Cover letter and résumé or c.v.
- Answers to CAGIS Candidate Information Questions (max 1 page response; see page 4)
- Samples of written work

**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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## 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. 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. Self direction, time management, planning, and follow through.
6. Additional skills, experiences, qualifications, or assets you would like to mention.

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

CAGIS is actively committed to the principles of Employment Equity. Women, gender diverse people, Black, Indigenous, and People of Colour, 2SLGBTQIA+, people with disabilities, and other equity-deserving groups are encouraged to apply and to voluntarily self-identify.