

Canadian Association for Girls in Science

Project Coordinator

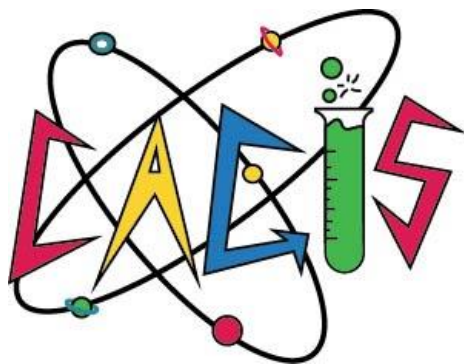
Part-time until March 31, 2023

Location: This is a work-from-home position. The Project Coordinator will need to be present at events and/or meetings in the greater Toronto area (GTA) approximately once per week.

Organization Description: The Canadian Association for Girls In Science (CAGIS) is an award-winning club for girls aged 7 to 16 that supports interest in Science, Technology, Trades, Engineering, and Mathematics (STEM). CAGIS chapter members meet monthly to explore STEM with fun, hands-on activities led by women and men who are experts in a variety of STEM fields. These monthly events often occur at the work places of our STEM experts, giving girls a behind-the-scenes view and allowing them to experience the lab and field environment for themselves.

Position Summary: The Project Coordinator will work closely with the President on a variety of tasks. These include:

- supporting chapter start up and ongoing function in-person in the GTA;
- supporting chapter start up and ongoing function via electronic communication across Canada;
- developing new training materials for volunteers, chapter coordination, and start-up;
- developing and organizing web materials and content for new online systems for children and adults;
- partnership development, collaboration, and networking;
- creating and monitoring effectiveness of promotional methods;
- participating in results-based management and evaluation activities;
- supporting the overall functioning of the organization;
- performing other emerging duties as identified.



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

- Minimum Bachelor's degree. Postgraduate degree preferred;
- Experience working with children;
- Excellent writing competencies and oral communication;
- Proficiency in Microsoft Office and Google Suite;
- Ability to work independently and in a team environment with volunteers, staff, partners, and participants;
- Experience developing and organizing written materials in a cohesive, structured, and logical manner;
- Experience with partnership development, collaboration, and networking;

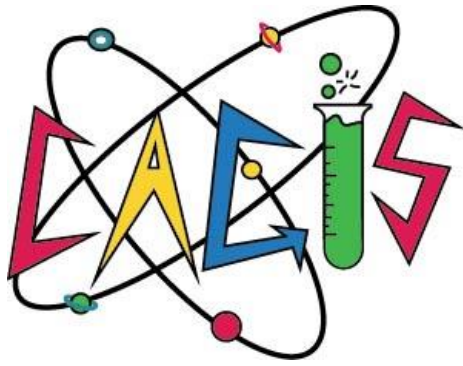
Post-secondary training in a Science, Technology, Trades, Engineering, or Mathematics (STEM) field, and knowledge of diversity and inclusion challenges (particularly those limiting the participation and advancement of girls and women in education and the workplace) could be assets.

This is a part-time position beginning on or around August 1st, 2019 and ending March 31, 2023. The annual salary is \$30,000 with 2% annual increases, renewed annually pending budget approval and performance review.

Please submit electronic applications to CAGISNational@gmail.com with subject heading "Project Coordinator Application". Please include the following as one pdf document:

- Answers to CAGIS Candidate Information Questions (max 1 page response)
- Cover letter and c.v.

Closing Date: July 5, 2019 or until a successful candidate is found. Interviews will be held via videoconference.

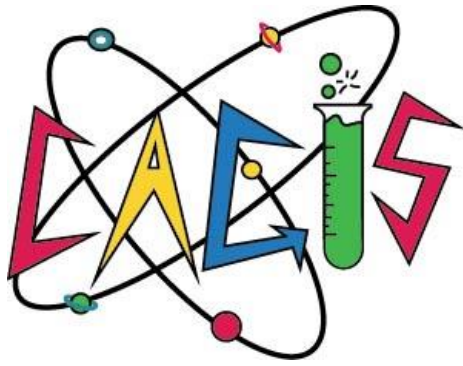


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The successful candidate will need to undergo a vulnerable sector check prior to being hired.

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, Indigenous Peoples, members of visible minorities, LGBTQ, 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. Working with children.
2. Writing competencies, oral communication skills, and proficiency with Microsoft Office and Google Suite.
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