

Join our Team of Let's Talk Science Coordinators!

Position: Community Events Coordinator

June 21th, 2015

**** A Notice to all UBC Let's Talk Science Volunteers****

UBC Let's Talk Science is looking for one enthusiastic graduate student to join our coordinating team! The successful applicants will work with a dedicated group of coordinators and volunteers to engage youth in hands-on, minds-on science, technology, engineering, and math activities across Vancouver. One assistant coordinator position is currently available for Community Events Program. Please see job responsibilities below.

Time Commitment: Approx. 6-8 hrs/week

Honorarium: \$5,000-\$6,000/year

Community Events Coordinator Job Responsibilities:

- Liaise with community partners and school teachers across Vancouver and the surrounding area
- Develop hands-on, minds-on science activities to engage a large public audience
- Train and manage volunteers
- Assemble bi-weekly volunteer opportunities to effectively recruit volunteers for various Let's Talk Science events
- Work together with volunteers to create new science activities, inform of appropriate existing activities, or tailor lesson plans to specific teacher needs
- Attend monthly meetings with the Let's Talk Science coordinating team

In addition to the above responsibilities, the community events coordinator will manage numerous large scale community events including an annual All Science Challenge, a full day where 200 students in grades 6 and 7 from the lower mainland show off their science knowledge and engineering design skills. Responsibilities include leading a committee of volunteers, coordinating with the Let's Talk Science national office for corporate sponsorship, publicity, and materials, communicating with participating classroom teachers, assisting with event logistics, and following up with volunteers and teachers for feedback.

Please note that applicants do not need to be science students. If you are interested in the position, please forward your resume with cover letter to apply@ubclts.com. Deadline for applications is **Monday, July 6th, 2015**. Please don't hesitate to email us with any questions regarding the positions or job responsibilities.

Guilaine & Ruth

Executive Coordinators
UBC Let's Talk Science

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UBC Let's Talk Science
2357-1874 East Mall
Brock Hall Annex, University of British Columbia
Vancouver, British Columbia V6T1Z1
CA

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