Position Title: Youth Outreach Assistant (Girls Programs)
Title of Immediate Supervisor: Manager, Outreach and Engagement

Position Summary:
Reporting directly to the Faculty of Engineering and Design’s (FED) Manager, Outreach and Engagement and working closely with the Youth Outreach Coordinator and members of the Dean’s Office, the Youth Outreach Assistant (Girls Programs) extends FED’s outreach activities to the community in a way designed to engage the community in science, technology, engineering, and math (STEM). The Youth Outreach Assistant (Girls Programs) will assist with the day-to-day girls outreach programs and activities and assist with Virtual Ventures, which is a non-profit entity in FED through which many of the STEM outreach activities are run.

Primary Duties Performed:

Administration of Virtual Ventures Girls Outreach Programs
Under the direction of the Manager, Outreach and Engagement, with guidance from the Youth Outreach Coordinator, the Youth Outreach Assistant (Girls Programs) is responsible for assisting with coordination of the girls outreach activities of Virtual Ventures. Specific duties include:

- Plans, coordinates, implements, and participates in girls outreach events and activities;
- Maintaining proper documentation of all outreach initiatives for reporting to member organizations and partners;
- Ensuring proper financial documentation and preparing for financial audits for various funding sources;
- Assisting with planning and allocating resources to effectively staff and accomplish tasks and outreach activities;
- Assisting with ensuring that necessary information technology infrastructure is in place to fit the needs of Virtual Ventures girls for outreach activities;
- Recruiting, training, and providing direction to volunteers of girls outreach programs;
- Maintaining quality service for participants, parents, teachers and other stakeholders by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; and recommending system improvements;
- Researching existing and developing new community events to enhance or expand outreach opportunities;
- Assisting with the development, review, and revision of outreach activities for girls outreach programs, and other activities as well as assisting with coordinating acquisition of materials and equipment needed for such events;
- Marketing outreach initiatives (social media, articles);
- Ensuring recognition opportunities to increase visibility (TV segments, news articles, social media etc.)
- Maintaining Virtual Ventures’ website including registration, advertisement, and ensuring accurate information is presented for outreach initiatives;
- Assisting with facilitating program registration.
Administration of Technovation Girls Ottawa

Under the direction of the Manager, Outreach and Engagement, with guidance from the Youth Outreach Coordinator, the Youth Outreach Assistant (Girls Programs) is responsible for assisting with coordination the Technovation Girls Ottawa program. Specific duties include:

- Plans, coordinates, implements and participates in Technovation Girls Ottawa weekly workshops, events, and programs;
- Maintaining proper documentation of all outreach initiatives for reporting to member organizations and partners;
- Recruiting, training, and providing information and direction to industry mentors, speakers, and volunteers;
- Maintaining quality service for participants, parents, teachers, and other stakeholders by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; and recommending system improvements;
- Marketing Technovation Girls Ottawa program (social media, articles);
- Ensuring recognition opportunities to increase visibility (TV segments, news articles, social media etc.)
- Maintaining the Technovation Girls Ottawa website including registration, advertisement, and ensuring accurate information is presented for outreach initiatives;
- Assisting with facilitating program registration.

Support of Undergraduate Recruitment

- Providing support for all outreach/engagement (recruitment) opportunities and events in FED as needed.

Performs other duties as requested

- Other tasks related to STEM outreach as assigned by the Manager, Outreach and Engagement.

Qualifications:

a) Formal education:
The completion of a University honours degree, preferably in Engineering, Computer Science, or Information Technology.

b) Relevant work experience:
One year of experience in STEM engagement and outreach.

c) Qualifications:
- Proven ability to develop and implement innovative STEM engagement and outreach activities, projects, and events;
- Experience in running workshops and camps for youth (such as Virtual Ventures, robotic workshops, etc.);
• Experience in developing activities which engage members of underrepresented groups in the engineering and technology profession;
• Ability to work simultaneously on numerous and diverse projects in a fast-paced environment;
• Resourcefulness, self-motivation, commitment and enthusiasm with an ability to pay attention to detail and accuracy;
• Understanding of engineering, technology, science, math and design concepts to develop, analyze, and review lessons and curriculum;
• Strong organization skills, time management skills, and attention to detail;
• Ability to communicate in a professional manor (by conversation, email, phone, etc.);
• Physical ability to life and move 30 lbs.

Assets:
• Knowledge of the Carleton University campus;
• Understanding of campus culture;
• Knowledge of the Adobe Creative Suite;
• Knowledge of WordPress;
• Proficient knowledge of Microsoft Excel, Word, and PowerPoint;
• Knowledge of technologies like 3D printers, laser cutters, robotics, and associated software.
• Valid G Driver’s license;

Overtime work required on evenings and weekends:
September - April: 2-4 times per week
May - August: 1-2 times per week