Position Title: Youth Outreach Assistant
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 extends FED’s outreach activities to primary schools, middle schools, high schools, community centres, and the broader community in a way designed to engage the community in science, technology, engineering, and math (STEM). The Youth Outreach Assistant will assist with the day-to-day activities of 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
Under the direction of the Manager, Outreach and Engagement, with guidance from the Youth Outreach Coordinator, the Youth Outreach Assistant is responsible for assisting with the day-to-day activities of Virtual Ventures. Specific duties include:

- Planning, coordinating, implementing and participating in outreach events and activities;
- Maintaining proper documentation of all outreach initiatives for reporting to member organizations and partners;
- 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 for outreach activities, including needs for camps, workshops, and participant registration;
- Assisting with providing administrative direction to the Virtual Ventures employees in the operating unit in accordance with the organization's policies, procedures, and goals;
- Assisting with recruiting, selecting, orienting, and training Virtual Ventures employees;
- Maintaining quality service for participants, parents, teachers and other stakeholders by enforcing quality and customer service standards; analyzing and resolving program 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 camps, workshops, and other activities as well as assisting with coordinating acquisition of materials and equipment needed for such events;
- Aligning, assessing, and developing program content with the Ontario school curriculum;
- Marketing outreach initiatives (social media, articles);
- Maintaining Virtual Ventures’ 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.);
  • 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 lift 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