

Let's Talk Science Outreach at CarletonU Leadership Opportunity

THE OPPORTUNITY: Indigenous Outreach Assistant Coordinator

Let's Talk Science Outreach program at Carleton University runs jointly with the University of Ottawa. Together, we are one of the largest of the over 55 Let's Talk Science sites across Canada. This position is for an Indigenous student in the Faculty of Science or outside the Faculty of Science, who would be interested in helping to coordinate our Indigenous outreach.

We do science, engineering, mathematics, and technology (STEM) activities with about 15,000 Indigenous youth in elementary and high school every year. We are looking for an Indigenous student who is an undergraduate or graduate in the Faculty of Science or an Indigenous student in any faculty to mainly coordinate weekly activities at Inuuqatigiit's Tukimut after school program for Inuit children. You may also be asked to assist with other requests from local Indigenous organizations (e.g., the Wabano Centre for Aboriginal Health), and where needed with our Indigenous Mentorship program when Indigenous students visit the university. This is a paid position, paid by the Faculty of Science at CarletonU, for an average of 5-6 hours a week at \$18 per hour, starting immediately and ending either April 30, 2025 or June 30, 2025.

The main responsibilities

- Coordinate and attend a weekly visit to the Inuuqatigiit Centre for Children, Youth and Families, Tukimut after-school program (generally from 6-7 p.m. once a week).
- Assist the Director with the Indigenous Mentorship Program (e.g., setting up visits to each Indigenous community, field trips for the youth to come to Ottawa, recruiting volunteers, etc.).
- Ensuring all Tukimut activities are logged on our online portal
- Other duties as they arise.

Skills and abilities

- A strong desire to encourage and support Indigenous youth.
- Strong organizational and self-management skills.
- Strong emotional intelligence and interpersonal skills.
- Respect for diverse worldviews and experience working effectively with people of diverse cultures and backgrounds.
- Ability to work independently and with a team.
- Ability to adapt to change and to resolve problems quickly.
- Previous experience with Let's Talk Science or another organization that delivers STEM activities is an asset but something we can train you on if you don't have experience.

If you are interested, please send your cover letter and CV to the Director of the Let's Talk Science program in Ottawa, Sue McKee at carleton@outreach.letstalkscience.ca as soon as possible. Your **cover letter** should include why you want this position, the strengths you bring to the position, and how your experiences (e.g., with Let's Talk Science or other relevant experience) make you an excellent candidate. The position will remain open until it is filled.