

Let's Talk Science Outreach in Ottawa Leadership Position

THE OPPORTUNITY: Indigenous Outreach Assistant Coordinator

The Let's Talk Science Outreach program in Ottawa runs jointly with Carleton University and 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 run free STEM workshops with about 15,000 Indigenous youth in elementary and high schools annually.

We are looking for an Indigenous student who is an undergraduate or graduate student in the Faculty of Science or an Indigenous student in any faculty to coordinate activities at Inuuqatigiit's Tukimut after school program for Inuit children in Grade 1 to Grade 8.

This is a paid position, paid by the Faculty of Science at CarletonU, for an average of 4-5 hours a week at \$18 per hour, starting immediately and ending either April 30, 2027 or June 30, 2027 (depending on your schedule after April).

We have a team to support you in this position and will provide training and travel reimbursements to and from Carleton University to Vanier where the Tukimut program runs.

The main responsibilities

- Coordinate and attend a weekly visit to the Inuuqatigiit Centre for Children, Youth and Families, Tukimut after-school program, running between 4-5 p.m. once a week on different days of the week each week (not Fridays).
- Assist with the Indigenous Mentorship Program and other Indigenous initiatives as time permits.
- Ensuring all workshops are logged on our online portal
- Other duties as they arise.

Skills and abilities

- A strong desire to encourage and support Indigenous youth.
- Strong self-management, emotional intelligence and interpersonal skills.
- Respect for diverse worldviews and working effectively with people of diverse cultures and backgrounds.
- Ability to work independently and with a team.
- Previous experience with Let's Talk Science or another organization that delivers STEM activities is an asset.

If you are interested, please send your cover letter and CV to the program director, Sue McKee at ottawa@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 make you an excellent candidate. The position will remain open until it is filled.