

JOB OPPORTUNITY

Re-Posting Full Time Contract (approximately 12 months)

Position: Program Specialist
Reports to: Director, Community Outreach

Posted: January 24, 2020

Science World is a BC-based charitable organization that engages the people of British Columbia in STEM literacy. Our mission is to ignite wonder and empower dreams through science and nature. Our values are Curious, Playful, Inclusive, Relevant and Collaborative.

Position Description:

This parental leave contract is for approximately 12 months with an end date in mid-January 2021.

Working as part of the Community Engagement team, you will play both lead and supporting roles in coordination, implementation, documentation and evaluation of programs, exhibits and resources. The portfolio of the Program Specialist will include leadership of Super Science Club (SSC), and curation of the Puzzles and Illusions permanent exhibit gallery located at Science World.

SSC is an afterschool science club for students in grades 1-7 which takes place in underserved schools and community centres around Vancouver. The focus of the SSC leadership work includes: supervision, mentoring, and recruitment of a 15-20 person part-time staff team, management of equipment and consumables, development of program curriculum, monthly reporting and collaboration with the development team around donor communications and reporting, and communication with school/partner liaisons.

Additional program leadership opportunities include implementation and direction of the SSC affiliate program in the Fraser Valley, as well as occasional pilot programming and/or events for other underserved audiences.

As curator of the Puzzles and Illusions permanent exhibit gallery, you will work with the Community Engagement staff, Visitor Experience Facilitators and the Exhibits team to maintain a high-quality visitor experience at our facility. This work will include collaboration with the Human Resources team in the recruitment, training and support for a team of gallery-specific core volunteers.

This position requires an enthusiastic, organized, independent and creative individual with a passion for science and learning. Flexibility, confidence and experience in working with a high energy presentation team delivering programs to culturally and socio-economically diverse audience is a must. Ability to work in a fast-paced environment, set personal deadlines and work quickly and efficiently on program activity is essential. At busy times of the school year, managing priorities and delegating duties to SSC staff will be very important competencies.

This is a full-time position requiring flexibility in workload distribution across each school term with occasional weekend and evening work typically connected to periodic training and events.

Key Responsibilities:

- Provide program participants with a creative, awesome, wow, memorable hands-on science experience
- With support from the Director of Community Outreach, recruit and hire SSC facilitation staff
- Train, supervise and coach the SSC facilitation team with support from the SSC Lead Facilitator

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- Design and coordinate SSC activities beyond the after-school core programming including field-trips and Family Science Nights
- Act as primary liaison with SSC schools and other community representatives connected with program audiences
- Explore models for expanding and/or sharing program resources throughout the province
- Contribute to budget development and manage ongoing budget tracking related to portfolio of responsibilities
- Lead the curatorial work for the Puzzles and Illusions exhibit gallery
- Support regional delivery partners in providing their affiliate program participants with a creative, awesome, wow, memorable science experience
- Complete monthly stats reporting and contribute to report and proposal writing related to portfolio of responsibilities
- Lead testing and revision of upcoming curriculum resources for each SSC program season and support (as requested/needed) the development and translation into online resources
- Contribute to marketing and collateral resource material related to portfolio of responsibilities
- Promote Science World programs through promotional materials and written and oral presentations

Qualifications:

- A degree in Science, Education or equivalent experience
- Experience with informal science education, including proven experience working with SSC's target audience
- Experience recruiting, training, supervising and scheduling a team
- Excellent communication skills, able to perform before audiences of varying size and composition
- Strong ability to identify and take action to help where required, and to organize and prioritize tasks in a way that is most helpful to the larger goals and schedule of the program
- Demonstrated dependability, reliability, flexibility, and willingness to contribute to a dynamic team
- Able to work non-standardized hours, including weekends, holidays and evenings as necessary
- Willingness to travel (via plane, ferry and van) for multiple days at a time
- Proficiency with Microsoft Office (Outlook, Word, Excel)
- Must possess a valid regular class 5 BC driver's license with a clean driving record. Candidates must be comfortable and confident in driving a mini-van throughout Vancouver and occasionally as far as the Fraser Valley with co-workers and program supplies inside. Successful candidate will be asked to provide a current driver's abstract for verification
- Must be able to safely lift 12 kg (moving of workshop materials)

Please apply by **Friday, February 7, 2019** via the Science World careers portal: <http://scienceworld.ca/jobs>

Please upload a cover letter and a copy of your resume as part of your application

** All offers are subject to satisfactory completion of reference and police criminal record checks.*

We would like to thank all candidates. However, only those selected for an interview will be contacted

Interviews will commence on an on-going basis throughout the posting period.

Please note that this is a re-posting of the Program Specialist position.

*Candidates who have already applied to the previous posting need not re-submit **