

PSAC Job Description

Job Title	Let's Talk Science Outreach Assistant	Rate of Pay	In accordance with CA
Classification	Student Assistant IV	Approved	April 2023

Job Summary

Outreach Assistant will assist with the recruitment of volunteers, educators for the Let's Talk Science program and maintain communication with communities related to the same.

Primary duties:

1. Assist the hiring manager with recruitment of volunteers and educators;
2. Support the Let's Talk Science volunteers by helping to plan activities, organizing activities, maintaining supplies;
3. Assist with record maintenance including invoices and reports;
4. Maintain regular contact with the program's Manager, Regional Coordinator and National office; and
5. Other relevant duties as assigned

Qualifications

Skillset:

1. Considerable advanced skills and judgment
2. Ability to work independently and/or with others effectively
3. Ability to communicate clearly and effectively, including excellent listening skills
4. Strong leadership and organizational skills
5. Strong attention to detail, demonstrated knowledge of event planning

Education:

1. Preference given to current Brandon University student; with enrolment in graduate program or holding a graduate degree (Science, or related discipline)
2. Strong academic knowledge in subject matter as identified in the vacancy posting
3. Strong academic standing

Experience:

1. Extensive advanced training is required
2. Specialized experience is required
3. High level of computer literacy, Microsoft Office Suite
4. Project management or outreach experience is an asset

Working Conditions

1. Work with minimal to no direct supervision
2. Working hours may include day, evening or weekend shifts, based on the student's schedule and availability
3. Willingness to attend a conference as a BU representative

Alternate Job Titles may include:

1. Science Outreach Assistant