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POSTING NO.: ESSF 1345  
AFFILIATION: CSU52

**EDMONTON SPACE & SCIENCE FOUNDATION  
SCIENCE IN MOTION  
Outreach Coordinator- Temporary Full- Time  
(February 1, 2018 until June 30, 2018)**

**POSITION SUMMARY:**

Under the direction of the Manager of School Programs or their designate, the Outreach Coordinator is responsible to develop, coordinate, monitor and present programs as part of the TELUS World of Science – Edmonton’s Outreach Program.

Working with the Outreach Program team, the Outreach Coordinator is involved in the development and presentation of classroom and assembly programs based on the Alberta Science Curriculum, with particular emphasis on elementary science education. Presentations may occur on-site, at client locations or via technology.

**DUTIES AND RESPONSIBILITIES:**

In conjunction with the Outreach Program team, the incumbent will:

- Develop, present, organize and promote classroom, assembly and community programs for the TELUS World of Science – Edmonton’s Outreach programs.
- Help coordinate program bookings from teachers and/or groups for the Science in Motion Program and solicit additional bookings from schools and/or organizations in the same vicinity to facilitate full programming.
- Maintain accurate records related to assigned activities and projects, including evaluation and recommendations of program methods; and prepare reports on activities.
- Liaise with teachers and TELUS World of Science – Edmonton.
- Conduct in-service sessions for teachers and related staff.
- Train and direct new staff and volunteers involved with the outreach and in-house programs.
- In conjunction with the marketing group, develop and conduct appropriate market surveys.
- Maintain all related equipment including program vehicles.
- Instruct in-house school programs.
- Other related duties as assigned.

Available to work flexible hours and travel extensively throughout rural Alberta. – Must be able to be on the road for up to 5 days at a time. Current rotation is 1 week in the office, 1 week on the road.

LAT 53° 33’ 40” N LON 113° 33’ 50” W

**QUALIFICATIONS:**

**Knowledge & Abilities:**

- Outstanding written and oral communications.
- Strong preference will be given to be given to candidates with background in programming, coding or digital literacy.
- Excellent group presentation skills.
- Able to instruct, organize and supervise group activities.
- Work effectively as a member of a team and independently.
- Able to use and have a technical aptitude in the use of audio-visual equipment and computers.
- Ability to lift and carry up to 50 lbs.
- Comfort driving in all weather conditions

**Education and Experience:**

- B.Ed. – Early Childhood/Elementary/Junior High with science specialty preferred, or appropriate related experience.
- Valid Alberta driver's license.
- Good driving record.

**Salary:** \$51,535.09 - \$64,430.93 annual per the 2016 Collective Agreement Pay Range 160

**Hours of Work:** Monday – Friday 75 hours bi-weekly -flexible hours per day/week.

**Opening Date:** January 10, 2018

**Closing Date:** Until a suitable candidate is found. Resumes will be reviewed on January 10, 2018

**Apply to:** [HR@TWOSE.CA](mailto:HR@TWOSE.CA)