**Title of Position:** Let’s Talk Science – Site Coordinator

**Division/Department:** SENRS

**Job Duties**

Join a national network of enthusiastic college students working together to make a difference in the science literacy of young Canadians! A student site coordinator job is highly rewarding and comes with many benefits. As a Let’s Talk Science Partnership Program Student Site Coordinator you will:

* Recruit and train student volunteers
* Recruit volunteer teachers to assist with the Let’s Talk Science Program
* Support Let’s Talk Science site student volunteers by helping to plan and organize activities, supplies, etc.
* Plan and organize trips to rural and remote communities to engage students in science literacy
* Maintain up-to-date and complete records of activities
* Track expenses using the Let’s Talk Science web-based portal
* Compile and write summary reports
* Maintain regular contact with Let’s Talk Science National Office

**Qualifications**

The position requires strong organizational, communication and interpersonal skills; ability to work independently and as part of a team; ability to multi-task; respond well to directions; highly motivated and a good problem solver.

*To be eligible for this position, you must also meet the following criteria:*

* Must be returning to Fleming College as a full-time student in September
* Must be registered in a science or technology related program
* Past experience as a Let’s Talk Science partnership program volunteer is an asset
* High level of computer skills including Microsoft Word, Excel and internet applications
* Self-starter who will work to carry out agreed-upon objectives
* Attend at least one fully funded Let’s Talk Science conference
* Ability to attend the National Let’s Talk Science Regional Conference (fully subsidized with travel costs) in Waterloo, Ontario from January 25 - 27,2019