

## ScienceUpFirst Community Engagement Officer

(1 position; 85 hours per month, until March 31, 2022)

Short term contract with potential for renewal. Remote position, must be legally eligible to work in Canada. We seek a Community Engagement Officer. This posting will remain open until the position is filled. Interviews will begin as soon as possible.

### Position overview

The Canadian Association of Science Centres is seeking an organized and motivated individual to take on the role of Community Engagement Officer for the ScienceUpFirst/LaScienced'Abord initiative to work with our Community Partnerships Lead (CPL) to build our community partner network and build relationships with our community partners, particularly with organizations that are in and serve underserved and under-resourced communities and groups.

ScienceUpFirst is a national initiative that works with a collective of independent scientists, researchers, health care experts and science communicators. We share the best available science in creative ways to stop the spread of misinformation. Right now, we're focused on the COVID-19 pandemic and vaccines.

As a Community Engagement Officer, you will be responsible for expanding ScienceUpFirst's relationships with community partners through developing lists of; assist in communications with and assist in organizing meetings with organizations that work with and serve different communities and groups, particularly the underserved and under-resourced.

### Position Objectives

Working in a small but nimble team led by the Community Partnerships Lead, you will be responsible for developing and expanding lists of community organizations in the different Canadian provinces and territories; assisting in building and maintaining relationships with new and current community partners; communicating with community partners; assisting with developing programming and engagement strategies and opportunities for community partners; as well as assisting with creating partnership spotlights for the monthly newsletter.

Additional responsibilities include but are not limited to:

- Complete administrative duties related to program support as needed

- Attend community meetings as required
- Attend staff meetings and training opportunities as required
- Perform other related tasks as assigned by the Community Partnerships Lead
- Work with Community Partnership Volunteer as required

## **Educational requirements and Experience**

Diploma or bachelor's degree in:

- Public Relations, Communications, Social Science, Human Services or related discipline preferred
- Knowledge about local community resources
- Experience in working in a volunteer or non-profit setting is an asset
- Experience with volunteer management/leadership is an asset

## **Requirements**

The Community Engagement Officer will be responsible for building and strengthening ScienceUpFirst's community partnerships.

Specific skills, knowledge and abilities required include:

- Excellent verbal and written communication skills
- Additional languages are considered an asset
- Excellent in interpersonal and communication skills
- Excellent customer service skills
- Ability to manage and resolve conflict
- A good team player with internal and external stakeholders
- Excellent program planning, time management and organizational skills
- Passion for developing, building and maintaining partnerships
- Ability to build relationships with people and organizations
- Demonstrated ability to network and make connections with underserved communities
- Has knowledge and understanding of DIEA (Inclusion, Diversity, Inclusion, Equity & Accessibility) principles
- Demonstrated ability to implement DIEA (Diversity, Inclusion, Equity & Accessibility) principles
- Proficiency in the use of Google Suite, Slack, Microsoft Office Suite and basic internet skills
- Flexible with ability to multitask

## Desirable skills

- Experience working with and/in community organizations (specifically with those that serve underserved and under-resourced communities and groups).
- Have a network within different community organizations.
- Ability to learn and grow quickly within this role
- Innovative thinking
- Experience with project management software (e.g. Asana)
- Experience designing and implementing surveys

This position will report to the Community Partnerships Lead. The recruiting process will end when a suitable candidate is found with a start date as soon as possible.

Hourly rate is \$25/hour.

CASC is an equal opportunity employer. We value diversity and are committed to an inclusive and equitable work environment\*. Selection decisions are solely based on job-related factors. We encourage all qualified candidates to apply. Given the nature of our work, we require that the successful candidate be vaccinated.

\*As part of our commitment to an inclusive work environment, we accept and encourage anonymized resumes.

Please submit your application, including resume and cover letter, [here](#).

- Resume
- Cover letter

We thank all applicants for their interest. Only those selected for an interview will be contacted.