

(Part-Time Coordinator – Pursue STEM (1 position)
(\$43.65 +4% vacation pay, 11-24 hours per week for approximately 9 months)

To Apply, visit: [CLNx website](#)

Job ID: 229609

Position Description

The incumbent will assist in the implementation, facilitation and evaluation of the Pursue STEM Outreach initiative whose goal is to develop STEM and leadership skills among Black and African – Canadian grade 10, 11 and 12 students, especially in Physical and Mathematical Sciences.

The incumbent will have an opportunity to engage with students from underrepresented communities and be responsible for preparation of event-day programming and providing event-day support. This includes:

- Liaising with various departments involved in Pursue STEM (Astronomy and Astrophysics, Chemistry, Computer Science, Earth Sciences, Mathematics, Physics, School of the Environment, Statistics), Cell & Systems Biology)
- Overseeing the several graduate student facilitators who will be running the sessions
- Responding to requests from the various departments, students, parents and other stakeholders
- Scheduling and organizing regular meetings with the facilitators, departments and other stakeholders
- Ordering supplies for workshops and assisting with the assembling of kits as needed
- Becoming familiar with each activity and the needs of facilitators
- Assisting facilitators with the technical setup of online classes for programming as needed
- Assisting facilitators with the details of the science challenge as needed
- Maintaining the accuracy of participant contact records
- Checking attendance and responding accordingly to participant absence
- Collecting content for Pursue STEM Quercus pages from the various departments and updating the Pursue STEM Quercus pages
- Collecting photos from the sessions and posting on social media
- Creating and administering online surveys, as well as analyzing the results
- Booking rooms for sessions as needed and coordinating caretaking needs as needed
- Updating forms, spreadsheets, posters and other documents
- Liaising with the Canadian Black Scientist Network
- Collecting consent forms from participants and following up as necessary
- Activities primarily be in-person on the St. George campus.
- Activities will take place on approximately a dozen Saturdays from February 2026 – June 2026.

MINIMUM QUALIFICATIONS:

Education

- Graduate or Bachelor's Degree or acceptable combination of equivalent experience.
- Preference will be given to those with a background in STEM

Experience

- Proficient computer skills (i.e. Word, Excel, programming, webpages, internet)
- Familiarity with online platforms (i.e. ZOOM, Google Meet Up, Teams, Quercus/Canvas)
- Experience in data collection and analysis (qualitative and quantitative)

- Experience with evaluation and survey design an asset
- Experience working with high school students

Skills

- Self-motivated with ability to take creative initiative
- Strong communication and interpersonal skills
- Strong organizational and promotions skills
- A passion for problem-solving, comfort with ambiguity, and creativity

Other

- The successful candidate will need to show proof of a valid police record check, with vulnerable sector screen

Asset

- Lived experience and/or connection to Black and racialized communities
- Background in the Physical Sciences, Mathematical Sciences, or Engineering