



IDENTIFICATION

Department	Position Title	
Aurora College	Aurora Research Institute Outreach Coordinator	
Position Number(s)	Community	Division/Region(s)
91-15454	Fort Smith	Research Division

PURPOSE OF THE POSITION

The incumbent is responsible for the planning, coordination, implementation and delivery of public education programs in Science, Technology, Engineering, and Math (STEM) outreach for the Aurora Research Institute (ARI) with a primary focus on the South Slave, Akaitcho and Dehcho regions. The incumbent provides assistance and guidance to college staff, the research community, and regional organizations on methods to promote and deliver STEM outreach and education programs.

SCOPE

Located in Fort Smith and reporting to the Manager, South Slave Research Centre, the ARI Outreach Coordinator is responsible for the delivery, coordination, and implementation of public education programs and initiatives for science and research outreach with a primary focus on the South Slave, Akaitcho and Dehcho regions.

The incumbent provides programming across the South Slave, Akaitcho and Dehcho regions to youth, teachers, students, the public, and the research community. The program materials will focus on regionally significant science and research questions, outcomes, and knowledge translation.

The position is responsible for working with existing regional organizations, research community, and national organization partners in the delivery of educational STEM outreach. The coordinator will work to develop new outreach partnerships and effect meaningful growth in existing partnerships.

RESPONSIBILITIES

- 1. Leads the delivery of all STEM outreach activities carried out by Aurora Research Institute.**
 - Develops short and long-term outreach plans;
 - Ensures programming reflects relevant Northern and Aboriginal content;

- Promotes use of traditional knowledge in STEM subjects and its incorporation into school and outreach curriculum;
- Builds partnerships with community service providers for the delivery of STEM outreach;
- Identifies STEM education gaps and works with schools and community groups to address specific learning objectives;
- Creates educational materials for use by the coordinator and others;
- Plans STEM outreach programs and activities;
- Delivers STEM outreach programs with a range of organizations and partners;
- Carries out assessments with partners to determine the effectiveness and engagement of specific outreach activities and programs in support of future investments in delivery and program material development; and,
- Works creatively and collaboratively with a variety of partners in education.

2. Plans, coordinates, implements, and delivers educational outreach programs.

- Plans and promotes public education activities with local and community groups such as schools, learning centres, aboriginal organizations, and aboriginal governments;
- Works with school representatives to determine priorities for the delivery of STEM programming;
- Establishes clear and concise learning objectives to be able to determine appropriate curriculum and delivery methodology;
- Develops content and supports partners' development of content for outreach which meets NWT JK-12 curriculum outcomes;
- Liaises with school administration and teachers to deliver outreach activities in alignment with material being delivered in class;
- Works closely with the NWT Education Councils in support of strategic planning of the delivery of STEM content and teacher supports;
- Works with STEM outreach partners to deliver their content, or support their content delivery in communities in the South Slave, Akaitcho and Dehcho regions;
- Develops and delivers professional development sessions for JK-12 teachers, college instructors, and other interested parties;
- Organizes community visits with STEM and science outreach programming;
- Develops outreach activities for community participants such as elder day-care programs, community groups, and pre-school/after-school programs;
- Plans and facilitates land-based outreach activities in partnership with researchers, Aurora College staff, students, and local knowledge holders; and,
- Provides training on the development and delivery of STEM outreach material.

3. Manages the communication of research activities to the public.

- Manages the social media and communications of the ARI division related to science, research, and STEM outreach;
- Promotes science outreach activities across the South Slave, Akaitcho and Dehcho regions;
- Organizes and supports speaker series events in Fort Smith and in other Aurora College locations;
- Engages researchers visiting the region in outreach activities such as development of outreach materials, classroom visits and hands on science activities;

- Supports ARI Managers and NWT research community on the creation of plain language materials and engaging hands-on activities for community outreach;
- Uses a range of technology including print, television, digital, and social media to raise awareness of STEM outreach activities in the region and to provide access to materials and content; and,
- Identifies and utilizes suitable media and platforms for information exchange.

4. Develops proposals, programs and partnerships to ensure the sustainability/growth of science outreach and research communications within the NWT.

- Liaises with partners and stakeholders to increase investment into regional and territory-wide science outreach programs;
- Develops new partnerships to support program expansion and delivery;
- Engages local Indigenous organizations to support knowledge exchange and incorporation of traditional knowledge in STEM outreach and research;
- Manages program partnerships to ensure timely program delivery;
- Works with partners to define and outline the responsibilities and roles of all partners and stakeholders involved in program delivery;
- Works creatively and collaboratively with a variety of partners in education;
- Prepares detailed funding proposals that clearly describe the training, partners, support, job opportunities, methodology, and criteria for program evaluation; and,
- Prepares detailed budgets, plans, and program evaluations that are reflective of costs of initiatives including in-kind support.

WORKING CONDITIONS

Physical Demands

The position spends a significant amount of time standing or walking when delivering outreach programs. He/ she is expected to lead student activities and must regularly lift or carry materials.

Travel to remote communities within the NWT is a requirement of this position.

Environmental Conditions

The incumbent may be subjected to discomforts of the Northern climate. The incumbent is also faced with constant interruptions and must meet on a regular basis with others.

This position has regional responsibilities and travel is required. The incumbent travels 5-15 times per year, to meet with partners and deliver outreach programming. Travel by road (and winter roads) or by small aircraft to the three campuses or smaller communities can occur at any time of year. When travelling to communities, the incumbent must be prepared to live and work in a variety of conditions for short periods.

Sensory Demands

The incumbent must spend long hours in intense concentration of both a technical and an interpersonal nature. When delivering outreach events, the environment can be noisy and active.

Mental Demands

The incumbent is faced with mental demands stemming from the need to communicate with others constantly, the intensity of meetings, the need for attention to detail, and to provide instruction in a cross-cultural environment. Stress is also caused by the variety of program areas and the need to help others succeed in spite of significant barriers. The incumbent will be required to travel between various College locations on occasion. When delivering outreach events the environment can be noisy and active.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge and academic background in STEM field.
- Demonstrated knowledge in designing, implementing, and managing projects.
- Knowledge and experience in project assessment and evaluation.
- Knowledge, experience, and an understanding of working in a cross-cultural environment.
- Demonstrated experience in delivery of educational material.
- Strong interpersonal skills, management skills and practices.
- Experience building and maintaining collaborative partnerships.
- Experience in proposal writing process and working in partnership with other service agencies to deliver programs.
- Ability to think creatively, critically, and analytically for program innovation, expansion, problem resolution, strategic planning, researching and organizing.
- Excellent oral and written communications skills.
- Experience in coding, robotics, and youth-friendly micro-manufacturing technology such as 3D printing and digital design.
- Experience managing budgets.
- Demonstrated leadership experience.
- Independent and innovative with the ability to take on new challenges.
- Must be able to work in a team environment.
- Self-motivated and able to motivate others.
- Ability to use Microsoft Office, e-mail, Internet, and basic office equipment.
- Demonstrated administrative competence.
- Sound knowledge of Northern Canada.

Typically, the above qualifications would be attained by:

Completion of a Bachelor's Degree in a relevant discipline with 2 years of experience delivering outreach content, instruction, communications, or other public engagement role.

Assets:

- Experience administering or practicing science in the northern context
- Understanding of northern cultures, cross-cultural processes, and politics
- Awareness of the organization and structure of the Government of the Northwest Territories
- Experience in instruction

ADDITIONAL REQUIREMENTS

Valid Class Five driver's licence required.

Criminal record check must include vulnerable sector check.

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French Language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous Language:

- Required
- Preferred