



PROGRAM COORDINATOR

Teacher Workshops

Alberta Science Network is seeking a Program Coordinator to direct our Teacher Workshops program in Edmonton.

JOB DETAILS

Job Type: Part-time contract at 20 hours per week
Location: Your home office in the Edmonton area. Occasional travel required
Term: Academic year, immediate to June 30, 2016 with annual extension thereafter
Condition: Requires clearance of Police Security Check (Vulnerable Sector)
Wage: \$20-\$23/hr based on education and experience

DUTIES:

- Coordinate and manage Teacher Workshops (location, registration, feedback, etc.)
- Promote the program to teachers in the community
- Lead recruiting, orienting and training presenter volunteers to deliver workshops

SKILLS AND EXPERIENCE:

- University degree or College diploma in a science field, engineering, or education (or equivalent experience)
- Self-starter and able to work with a minimum of supervision
- Excellent written and verbal communications skills
- Excellent computer skills including knowledge of MS office, Skype, and experience with databases
- 3 to 5 years in program coordination / event delivery preferred

CLOSING DATE:

July 17th, 2015 or until suitable candidate is found

Please send resume and cover letter to:

Jeffrey Newton, Director of Programs, Capital Region

jnewton@albertasciencenetwork.ca

NOTE: We thank you for your interest but only those selected for an interview will be contacted.

Further information about the Alberta Science Network and its programs can be found at

www.albertasciencenetwork.ca