



Booking Agent – Education and Northern Programs \$31,600 per year

Science North's Education and Northern Programming Unit delivers the Science North experience all across the north! We bring entertaining, educational, difference-making programming, initiatives and outreach to communities throughout Northern Ontario. We are looking for an enthusiastic client focused individual who enjoys working in a fast-paced environment and delivering exceptional customer service to be part of a great team working together to achieve goals.

If this describes you, then Education and Northern Programs Booking Agent could be a perfect fit for you! This role is responsible for working directly with schools, First Nation communities, libraries, and other organizations to schedule and coordinate our outreach and virtual programs across Northern Ontario. You will offer an outstanding Science North experience from the very first call and coordinate with the Science North delivery team to ensure successful outreach trips and virtual sessions. The successful candidate will apply their professional sales and service experience, and/or community liaison experience, to lead outreach in-school, special and virtual program bookings, coordinating these details and logistics with outreach program delivery staff, and support program evaluation and other reporting requirements. Exceptional communication skills, demonstrated attention to detail and a strong customer focus will be essential to success. Fluency in English and French, proficiency with Office suite products and exceptional interpersonal skills are required. This is a full-time opportunity running until March 31, 2024.

If you have any questions or need more information on this exciting opportunity please don't hesitate to reach out to us at careers@sciencenorth.ca

Apply online at <http://sciencenorth.ca/careers>. An early application represents your best opportunity for success. Science North is committed to an inclusive workplace and invites applications from all qualified individuals to join our diverse team. Accommodations are available upon request in all aspects of Science North's selection process. We thank all interested candidates; only those selected for interviews will be contacted.

Science North is a registered charity
and is an agency of the Government of Ontario