



Operations Coordinator – Education and Northern Programs Starting at \$35,800 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. The team builds deep community engagement, mutually-beneficial partnerships, and long-standing, strategic relationships with schools, families and individuals across the north. The scope of the work is significant and involves many moving pieces and players. We are looking for an **Operations Coordinator** who will support the team and the Director of Education and Northern Programs to keep all those parts moving, ensuring day-to-day operations, programming, events and communications are timely, efficient and impactful.

Science North is looking for an energetic, outgoing, inclusive and motivated individual with a strong teambuilding, collaboration and customer service orientation to complement our team of Bluecoat professionals. This position offers the opportunity to develop and showcase leadership, organizational and planning skills and work collaboratively with all stakeholders both inside and outside the organization to achieve Science North's objectives. The role will be based in Sudbury at Science North, and there may be some opportunity for travel in Northern Ontario.

Position Highlights and Responsibilities:

Key Skills and Attributes

- Commitment to meaningful Indigenous inclusion
- Proficiency with Office 365 (Excel, Outlook, Teams, Word, PowerPoint, etc.)
- Familiarity with social media platforms
- Fluency in both French, and/or Indigenous ancestry, would be considered strong assets (Fluency in English required)
- Demonstrated project and time management competence

Project Coordination

- Work with internal and external parties to plan, organize and coordinate project activities
- Assist in preparation of project documents, proposals, presentations, etc.
- Research, collect information and compile data and reports
- Prompt action and or provide follow up as needed to ensure progress to milestones

Unit Coordination and Support

- Review, develop and recommend procedures and systems for efficient operations
- Participate on teams to fully support initiatives
- Coordinate meetings (schedule, invitations, record minutes, develop agendas), events and itineraries for visiting guests, stakeholders and dignitaries
- Act as a front-line, 'first responder' for customer service issues and opportunities
- Support hiring and recruitment activities

Direct Support for Director of Education and Northern Programs

- Travel arrangements and expense reporting
- Develop and maintain well-organized systems and schedules
- Support communication between Director and external stakeholders
- Review and prioritize incoming requests or information for the Director

Compensation package highlights

This is a long-term position supported by an excellent compensation package:

- Salary range of \$35,800 to \$42,000 per year
- Annual performance and merit increase consideration
- Participation in the Science North Employee incentive plan
- Comprehensive group benefit package including medical, dental, vision, life/travel insurance, short and long-term disability coverage
- Pension plan following one year of service
- Free or discounted admission to partner attractions outside Sudbury, Science North attractions and program discounts, fitness membership contribution
- Professional development opportunities
- Minimum 3 weeks' vacation

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
Science North is an agency of the Government of Ontario.