U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Team Coordinator – Special Events

Term: Temporary Full-Time paid position
Job Start Date: April 27th, 2020
Job End Date: August 24th, 2020
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35 hrs/week
Hourly Rate of Pay: $19.34 per hour (plus additional 9% or 10.5% depending on employee type)

Application Deadline: Monday, February 17th at 11:59pm

We need three things to complete your application:
1. Creative Cover Letter*
2. Resume
3. Your answers to this questionnaire

Please submit your resume and creative cover letter to:

Sarah Toderian
Acting Outreach Coordinator of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: decd@ualberta.ca
Phone: 780-248-1859

*Creative cover letters can be anything that you think is a great way to showcase why you want this position and why you would be a great fit. We will accept videos, voice recordings, songs, crafts, etc. The only limit is your imagination!

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across northern Alberta, British Columbia, Saskatchewan and the Northwest Territories.

We are seeking a dynamic, team-oriented Team Coordinator – Special Events who will organize our special events that run throughout the year. They will support management through customer service, curriculum development, curriculum review and planning, information management and administrative work. They will also work with the Team Coordinator – Volunteers to organize mentor visits for DiscoverE camps and work closely with the instructors who teach special events.
Job Duties

- Organize and schedule special events by directly communicating with community contacts
- Communicate to the instructional staff the specific details of special events
- Organize mentor visits for DiscoverE camps with Team Coordinator - Volunteers
- Assist management with assigning instructors to special events
- Update and maintain schedules on eClass
- Assist with the development and maintenance of relations with groups across campus and within Edmonton
- Communicate with parents, participants, instructors, supervisors, teachers and other stakeholders on the phone, through email and in person
- Collect and analyze feedback from instructors, teachers, parents and participants
- Create programming contracts and collaborate with the Faculty of Engineering finance group
- Coordinate with Resource Coordinators preparing materials for special events, packing materials into bins and creating supply lists for material purchasing
- Oversee the creation of curriculum content for special events (scientific concepts with hands-on activities) with enthusiasm, professionalism and efficiency
- Ensure curriculum is regularly updated and revamped if necessary
- Ensure all special event activities meet Alberta Education curriculum and outcome standards
- Review and modify training documents for special events
- Help train staff in collaboration with management and the other Team Coordinators
- Help recruit and hire DiscoverE team members where needed
- Assist the Director in documenting statistics for reporting purposes
- Follow safety and risk management procedures, and ensure every participant is safe and having fun

Job Qualifications

- Strong leader
- Effective at emergency management
- Able to work in and successfully manage high stress situations
- Adaptable to new situations
- Reliable and detail oriented with the ability to manage timelines independently
- Superior communication skills with particular emphasis on email correspondence and public speaking
- Convey excitement and enthusiasm about engineering, science, math and technology
- Positive role model and mentor
- Excellent conflict resolution and problem-solving skills
- Ability to work as part of a team
- Mature interpersonal conduct
- Willingness to learn new material
- Proficiency in working with eClass, Google Drive and other Google programs
- Proficiency in working with a database
- Enrolled full time in an undergraduate program at the U of A for the current academic school year, preferably with some background in engineering, science, computer science, math or education
• Previous leadership experience is an asset
• Background working with or using the Alberta Program of Studies is an asset
• Demonstrated skill in creating lesson plans is an asset
• Class 5 driver’s license (GDL removed or able to remove) and 19 years old or older is an asset
• Standard First Aid & CPR C training is required (current or completed by June 2020)
• Able to complete a Police Information Check (with vulnerable section)
• The ability to fluently speak French is an asset
• Previous experience with DiscoverE or similar organization is an asset

Important Information for Applicants

• If successful, we require a Police Information Check (with vulnerable section)
• If successful, we require an up-to-date Standard First Aid & CPR C training (valid until August 24, 2020)
• We thank all applicants for their interest in DiscoverE, however only successful candidates will be contacted for an interview.

If you have any questions or concerns, please feel free to visit 2-215 DICE or email Sarah Toderian at decd@ualberta.ca