

Job Description - Superior Science Program and Policy Manager



Superior Science Overview

Superior Science is a student-run, not-for-profit organization that offers hands-on Science, Technology, Engineering & Math programming for youth in grades 1-8. Superior Science seeks to spark interest in STEM through fun, hands-on activities. Based at Lakehead University in Thunder Bay, our philosophy lies in learning through hands-on and interactive experiences. Since 1999, this program has continued to offer a variety of summer camps, and outreach programs throughout Northwestern Ontario.

Superior Science is committed to an inclusive workplace that reflects the richness of the community that we serve. Superior Science and Lakehead University are committed to creating a diverse and inclusive environment and welcome applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups.

Job Description

Superior Science Program and Policy Manager will primarily be responsible for developing effective policies and programs to aid in providing sustainability to the organization. In this role, the Program and Policy Manager will lead the development, implementation, and evaluation of new policies and programs in alignment with Superior Science's mission and objectives. The Program and Policy Manager will be responsible for overseeing day-to-day operations of policy and program initiatives, including program evaluation and risk management. In addition to this, they will also contribute to the broader organization goals, including fundraising, industry engagement, and ensuring long-term sustainability of our programs.

Duties and Responsibilities

- **Fundraising and Industry Engagement:** This position will play a critical role in fostering, developing and maintaining relationships with local and regional donors, and will lead the development of fundraising strategies.
- **Program Evaluation:** This position will lead the development of staff evaluation and program evaluation procedures.

- **Staff Recruitment and Training:** The Program and Policy Manager will be responsible for creating a schedule for the Superior Science instructor spring training, and ensure that the training encompasses a wide range of topics relevant to the Instructor role.
- **Risk Management:** This position will be responsible for reviewing policies, creating an instructor handbook, creating/revising the Director manual/list of key contacts and Superior Science stakeholders, and establishing new policies for our staff and programming.
- **Program and Relationship Development:** This position will assist in the creation of new programs within our organization, including Indigenous STEM programming and exploring the potential new collaborations within our region, and in Orillia. They will be responsible for assisting in the long-term maintenance of relationships with Superior Science collaborators.
- **Travel as Required:** This position will require some travel to deliver remote workshops and programming. Please note - Superior Science will cover all work-related travel costs such as accommodations, meals, rentals and gas.

Requirements and Qualifications

- Candidates for this position must have completed a university degree in a relevant field; which might include, but is not limited to STEM (Science, Engineering, Technology, Math), Business, or Education.
- A demonstrated ability to foster, develop and maintain relationships with multiple audiences.
- Experience in a leadership role and/or management position.
- Experience working in a team as well as on your own.
- Experience working in an office environment.
- Passion to create equitable access in STEM for youth and peers.
- Strong organizational skills, communication skills, time management skills, and strong work ethic are key assets.
- Upon hiring, a Vulnerable Sector Police Records Check would be required.

Details

- Term: **April 1st - August 30th**
- Status: Full Time, Contract (35-40 hours per week)
- This position will be expected to work from Thunder Bay, ON, Lakehead University Campus, however can be flexible with working from home accommodations.
- Salary: starting at \$25.00/hour (equates to \$49,000 annual salary)

To apply:

Please email your cover letter and resume to jrbuchan@lakeheadu.ca

Application Deadline: Thursday, April 11th, 2024 at 11:59pm

Thank you for your consideration in joining the Superior Science team! If you have any questions, please don't hesitate to reach out to supersci@lakeheadu.ca.