

## Job Description

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<b>Job Title:</b>	Engineering Outreach Coordinator
<b>Department:</b>	Office of the Dean of Engineering – Engineering Outreach
<b>Reports To:</b>	Manager of Outreach Activities
<b>Jobs Reporting:</b>	Fall, Winter staff, Seasonal Camp staff
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	November 2020

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### **Primary Purpose**

The Outreach Coordinator (OC) is responsible for the development and delivery of programs aimed at elementary and secondary school audiences (Grades K-12) that fulfill the Faculty's outreach mandate. The OC will also aid and interact with other like-minded groups as directed by the Faculty of Engineering's Associate Dean Outreach and Manager of Outreach Activities.

### **Key Accountabilities**

#### **Organize and deliver programming for elementary and secondary school age audiences**

- Develop agenda and activities for the event. Depending on the scope of program, activities may be making use of past resources, or developing activities from a blank state. Programming must be appropriate for audience.
- Programming may include arranging tours of research labs, and presentations by staff/faculty on campus
- In consultation with Manager, ensure that adequate supervision is provided; this may include hiring and solicitation of previous staff.
- Training and supervision of staff and/or volunteers in a manner appropriate for the event
- Documenting the event (text and photos) and reporting on outcomes for future improvement
- Soliciting and managing registration for the program
- Communicate with any campus stakeholders (for example room booking or parking)
- Aware of research / new technologies that could impact programs.
- Develop and use tools to assess success of program activities. Assessment may be used to share success with other programs through papers and conferences.
- Collect and report hours of casual staff
- Ensuring the safety of all program participants
- Some of the annual events that will be organized and delivered are:
  - Annual Events aimed at key audiences
  - Community events
  - Women in Engineering events
  - Engineering Science Quest day camps (full programs or aspects of (for ex. High school leadership program/training)
  - Summer leadership programs
  - School workshop program
  - Help faculty with their outreach programming as directed by Manager of Outreach

#### **Promotion and communication of activities**

- Advertising and promotion of the program through the website, printed media and other means
- Communicate with program participants and potentially their parent/guardian before/during/after the program as appropriate. This includes answering questions parents may have about programs, registration process and preparing information packages.
- Communicate with school boards to find best way to promote programs to teachers and students. May also be asked to communicate with teachers to help better understand needs of audience.

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- Communicate and promote work with other local (for ex, staff, faculty, Waterloo Region community) and national stakeholders (for ex, groups outside the region, Actua).
- Prepare and deliver reports for funders, partners and other interest groups.

### **Other office roles may include**

- Supervision of short-term (i.e. co-op, casual hires) staff
- Support and development of shared office resources, such as Google Apps information sharing portal and support technology.
- Support graduates / undergraduates with running of their events as directed by Manager of Outreach Activities
- Special task/projects as assigned by Manager of Outreach Activities
- Office wide administrative tasks as assigned

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- Undergraduate degree (Science or Engineering preferred) or equivalent education and related experience

### **Experience**

- Several years' experience with development and delivery of engineering/science based programs to youth
- Experience with Google Apps / Microsoft Office for sharing of knowledge across programs.
- Training or experience with program assessment and research is desirable and previous experience with camp programming and working with youth with special needs are assets

### **Knowledge/Skills/Abilities**

- Strong communication and time management skills
- Demonstrated ability working with teams composed of diverse audiences (age, gender, cultural) and needs (research, delivery, promotional) and in building strong mentoring relationships

## **Nature and Scope**

- **Contacts:** Internally, communicate with recruitment and other groups on campus that target high school audiences. Will promote program, arrange tours/involvement of others in programming. Externally this position will have contact with teachers, parents, and other stakeholders, and at times be involved with highly sensitive information (minors).
- **Level of Responsibility:** This position is responsible for independently developing and organizing programming. This would also include the delivery of the programming which may be done by themselves or by others. At times the OC will be tasked to create specific programming that satisfies terms outlined by grants and program backers. Depending on size of projects, the OC maybe working closely with other OCs, All programming must be reviewed and approved by the Manager of Outreach Activities. OC have sole-ownership over projects assigned to them.
- **Decision-Making Authority:** Has freedom to design programming and purchase appropriate supplies with oversight from Manager of Outreach Activities. Hiring of staff for programming is done with approval of Manager of Outreach Activities.
- **Physical and Sensory Demands:** Demands typical of an office environment.
- **Working Environment:** Work is not evenly distributed throughout the year. There will be times where there are a large amount of deliverables due in a short period, followed by a period which may be at a much slower pace. Events may run on weekends, evenings, or overnight, unless otherwise stated, the OC is expected to be present for all events that they are the primary organizer of, and be reachable for all events.
- **Note:** Maintaining a clear Police Vulnerable Sector Check is a requirement of this position