Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting

Date Printed: 2024/05/06

Careers.Indigenous.Link

OUTREACH DIRECTOR - VENTURE PROGRAMS

Job ID	**28836-1278**	
Web Address	https://careers.indigenous.link/viewjob?jobname=28836-1278	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-09-12	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

McMaster University is seeking an Outreach Director for the Faculty of Engineering’s Venture Outreach program. Venture Outreach aims to increase access to high-quality learning experiences by offering students in grades K-12 a hands-on experience that integrates engineering and science technologies in an engaging and entertaining manner.The Venture Outreach plays a role in the development and running of outreach programming for youth programs at McMaster Engineering. The outreach youth programs are designed to engage with both underrepresented and indigenous youth.Job Summary:

Independently develop, prepare, deliver and evaluate outreach programming.Accountabilities:

1. Schedule, set-up, deliver and facilitate outreach programing.
2. Contribute to the development of program content and curriculum.
3. Maintain continuing documentation including program reports, program evaluations, surveys, etc.
4. Plan and execute logistics for events and conferences, including curriculum development, material acquisition, agendas, room, residence bookings, guest speakers, etc.
5. Prepare reports, statistics and budgets for all events.
6. Recruit mentors for clubs, conferences, camps and summer programs.
7. Assist with the preparation of funding and grant applications.
8. Ensure the successful delivery of outreach programming by maintaining strong community relationships through clear communications and precise planning
9. Deliver programming for underrepresented and Indigenous youth with hands on-projects and maintain project supplies
10. Promote and Foster interest in Science and Engineering while showing students that engineering at McMaster is fun
11. Organize and deliver programming for local youth in Indigenous and at-risk communities
12. Responsible for the set-up, delivery and clean-up of activities and lectures throughout the year and by testing and purchasing and packing of workshop program supplies
13. Book school workshops and camps by working with school principals and community leaders while promoting the relevance and value of engineering at McMaster University
14. Maintain up-to-the minutes documentation including program reports, program evaluations and surveys, budgets and statistics for all outreach event sheets
15. Contribute to the development of other program content as needed for emerging projects and or opportunities that may be delivered by the outreach team
16. Develop the agenda and arrange guest speakers for events/conferences
17. Assist with promoting summer programs by creating postcards and posters for promotional material and pamphlets
18. Maintain updates for outreach program websites and calendar systems
19. Maintaining storage room supplies and general organization of storage room
20. Manage Venture Outreach Email (initial point of contact)Qualifications:

Education: Completed relevant post-secondary degree program, preferably in Education, Engineering, Science, Indigenous Studies, or a related field of study.

Experience: Curriculum development experience would be considered an asset.Position Requirements:

The successful candidate will demonstrate the ability to work cooperatively and collaboratively in a fast-paced environment with school district staff, program staff, parents, and community leaders; experience organizing multiple simultaneous events, booking travel and preparing detailed itineraries; excellent interpersonal skills; superior written and oral communication skills; strong attention to detail along with organizational and documentation skills; previous experience working with youth in a leadership capacity; previous experience with statistical reporting, use of databases and spreadsheet applications. Familiarity and experience with diverse populations and cultural competencies are strongly desiredAdditional Information:

This position requires a flexible working schedule which may include evenings, early mornings and weekends, as well as occasional travel. Candidates must be able to obtain a valid Police Check and hold a G-class licence with access to a reliable vehicle.

For more information, visit McMaster University for OUTREACH DIRECTOR - VENTURE PROGRAMS