

Manager of Education

About this opportunity

Actua is one of Canada's largest STEM outreach organizations. We are looking for an exceptional **educator** and **leader** who is passionate about education to help carry out Actua's national strategy on STEM and digital skills content development. The successful candidate will also support Actua's national teacher training program and develop strategies to support organizational growth in this area.

This is a full-time, one year contract position located in Ottawa, reporting to the Director of Education and Outreach. There is opportunity for renewal of this contract.

What you will do

The primary role of the **Manager of Education** is leading Actua's national strategy for designing, developing and delivering highly relevant and excellent STEM and digital skills content, and in growing Actua's national teacher training program. You will participate in keeping the organization informed of education-related news, major shifts at provincial or national levels, and successful practices in STEM education outreach.

Specific areas of work will include:

- Designing, developing, and curating innovative STEM and digital skills content and curriculum for youth (grades K-12), their educators, and parents.
- Leading Actua's national teacher training program and supporting Actua's Network Members to build and grow their teacher training programs.
- Managing a team of educators and overseeing content development across multiple projects.
- Supporting the annual evaluation strategy for both content development and teacher training.
- Identifying opportunities for research (including with partner organizations) connected to innovation and best practices in education.
- Supporting Actua's communications team through the provision of key messages, success stories, and content as needed to showcase Actua's leadership in STEM and digital skills content and teacher training.

About you

- You are creative and thrive in an environment where you can build off others' ideas and connect the dots.
- You're a strong communicator and facilitator and enjoy engaging with large groups of people, virtually or in-person.
- You have meticulous organizational and planning skills, along with personal strategies on how to meet your professional obligations. You are accountable, reliable and take pride of ownership over your work.
- You are comfortable with moving quickly, shifting landscapes and are able to prioritize tasks and manage multiple deadlines at once.
- You are a great team player: dependable, flexible and resourceful with the ability to work effectively with a variety of people.
- You are a self-starter. Where you have gaps in your own understanding, you're a self-motivated learner that loves to explore, and you can quickly pick up new concepts and ideas independently.

Qualifications

In addition to experience and demonstrated success in the subject areas outlined above and a fit with the "About you" profile, the ideal candidate also has the following:

- Provincially certified teacher with experience in a formal education setting
- Undergraduate degree in education, science & technology, or related field
- Experience with facilitating training for K-12 educators
- Demonstrated ability to design engaging curriculum in STEM for youth of all ages
- Strong understanding of the educational landscape across Canada
- Experience with document layout/graphic design is an asset
- Experience with an Actua network member program is an asset
- Fluency in other languages is an asset (eg. Inuktitut, Inuinnaqtun, Cree, other Indigenous languages, or French)

Why work with us

In this role, you will have the opportunity to make a national impact joining one of Canada's most entrepreneurial and influential organizations in the skills development space. Actua is a national thought leader and you would have the chance to contribute to this national narrative. Each year, Actua and its growing network of 41 college and university-based members engage over 300,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM. We anticipate continued growth over the coming years, which will provide tremendous opportunity for you to grow with us.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and great benefits. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you require accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.