

Mad Scientist & Bilingual Program Coordinator Mad Science of the Maritimes - Halifax, NS

Mad Science is the world's leading science enrichment provider. Mad Science of the Maritimes offers science-themed parties, special events, workshops, and summer camps as well as at-lunch and after-school programs in more than a hundred elementary schools across New Brunswick, Prince Edward Island, and Nova Scotia. We are currently recruiting for the position of Mad Scientist & Bilingual Program Coordinator for our Halifax location.

This 30-35 hour per week position begins Thursday, September 5 on a one-year renewable contract. The workday is generally weekdays from 10AM to 4PM with some weekend work. The workday for July and August is from 8AM-4PM on weekdays (during which any weekend work is optional).

The Mad Science office is located at 3537 Leaman Street in the north end of Halifax. The workday will take place either in the office or out at various locations where we are conducting our services.

The primary duties of this position include, but are not limited to:

- Conducting educational and entertaining science presentations before groups of children (ie. making slime, launching rockets, conducting fun chemical reactions, etc) in both English and French.
- Corresponding with principals and teachers and coordinating programming in the francophone schools in Halifax, and occasionally throughout Nova Scotia.
- Instructing in French at our Mad Science camps in July and August.
- General office work: helping with equipment management, processing payments, making class lists, purchasing inventory, etc.
- Recommending new approaches, policies, and procedures to affect continual improvements in efficiency of services performed

Qualification Requirements:

- Bachelor's degree and some experience working with children
- Oral and written fluency in both French and English

- Strong administrative computer skills required (MS Office Suite, Google Drive)
- Ability to multi-task and thrive in a fluctuating work environment
- Tact, diplomacy, mature judgement along with creative problem-solving skills
- Valid driver's license and reliable vehicle necessary for daily work-related duties
- Current and Valid Child Abuse Registry Check and Criminal Record Check with Vulnerable Persons Sector Search

Compensation

This position starts at \$18/hour with an annual increase.

Closing Date:

Tuesday, August 6

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.