

		<b>Job Category:</b>	Summer 2026 (Canada Summer Jobs)
		<b>Job Title:</b>	<i>Summer Programs Coordinator</i>
<b>Location:</b>	Halifax	<b>Travel Required:</b>	Yes
<b>Salary:</b>	\$20/hr, plus vacation pay	<b>Position Type:</b>	Term, Full-time (35 hrs/wk)
<b>Job Duration:</b>	JULY 6, 2026 – AUG 28, 2026	<b>On campus?</b>	Yes
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Open until filled
<b>No. of Positions Staffed:</b>	1		
<b>Submit Application Via:</b>			
ILA website			
<b>Job Description</b>			
<p><b>POSITION PROFILE</b></p> <p>Imhotep's Legacy Academy is a university-community initiative that seeks to improve the academic performance of African-Canadians in science, technology, engineering, mathematics (STEM) subjects and the representation of African Canadians in STEM professions by providing opportunities for young learners to engage in activities that strengthen their science and math aptitude.</p> <p>Reporting to the Program Director, the Summer Programs Coordinator will lead a team of Mentors in the effective delivery of several of ILA's summer initiatives, which may include: the <b>Roots-to-STEM Reading Series</b> (grade 3), the <b>Summer Academy in Mathematics</b> (grades 4-6), and the <b>Summer Scholar Program</b> (grades 6-9). The <i>Roots-to-STEM</i> introduces students to the vocabulary and language of STEM through books that highlight persons of African heritage and their contributions to STEM. For the <i>Summer Academy</i>, ILA Mentors help students' brush-up on and learn new mathematics topics in fun ways. For the <i>Summer Scholar Program</i> participants learn to assemble and launch rockets and drones to introduce them to world-emerging technologies and space science to inspire them to become involved in such fields later in life.</p> <p><b>Principal Accountabilities</b></p> <ul style="list-style-type: none"> <li>▪ Facilitate all aspects of student participation in ILA's summer programs, including establishing relationships with parents/guardians, school administrators, teachers, and community;</li> <li>▪ Work in collaboration with ILA's Outreach and Communications team to appropriately promote the programs</li> <li>▪ Coordinate with contacts across Nova Scotia to schedule student-groups for in-person or virtual sessions</li> <li>▪ Identify and source all technical and non-technical materials required to effectively deliver the programs;</li> <li>▪ Responsible for the establishment and maintenance of an efficient logistics chain in ILA's shipping operations</li> <li>▪ Ensure materials are delivered to participants within ILA-established timelines so that participants receive materials prior to each summer session</li> <li>▪ Coordinate activities on space science and drone technologies</li> <li>▪ Motivate young students and communicate information in a way that inspires an interest in scientific inquiry and STEM learning</li> <li>▪ Ensure compliance with required safety protocols and adherence to Personal Protective Equipment (PPE)</li> </ul> <p><b>Supervision and Mentoring Plans</b></p> <ul style="list-style-type: none"> <li>▪ Student will be provided with a list of duties to be completed by the end of the work term. The student will participate in weekly staff meetings to gauge progress and to clarify/resolve issues.</li> </ul> <p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>▪ Professional and service-oriented</li> <li>▪ Attention to detail and accuracy</li> <li>▪ Efficient, relationship builder</li> <li>▪ Results-oriented</li> <li>▪ Organized and adaptable</li> <li>▪ Team player and reliable</li> </ul>			

## Learning Outcomes

- Student will learn to apply his/her studies the development of ILA best practices in the delivery of STEM programs.
- Student will gain experience in logistics planning, inventory management, and the coordination of materials distribution across multiple locations
- Student will develop project management and operational planning skills through the coordination of program resources and timelines.
- Student will hone his/her ability to communicate sophisticated ideas in a manner that facilitates understanding and creates productivity efficiencies.
- Student will learn to work in a co-operative, community-based work environment.
- Student will widen his/her knowledge base of the contributions made by people of African Heritage to STEM

## Qualifications

- Per Canada Summer Jobs funding requirement: candidate must be a permanent resident, Canadian citizen or have refugee status and be between 15 and 30 years of age (inclusive) at the start of employment.
- Experience coordinating events, programs, logistics, inventory, or shipping operations is considered an asset.
- Aptitude in at least one year of post-secondary education with a demonstrated aptitude in one or more STEM subjects: Math, Physics, Biology, Chemistry, Engineering, Health Sciences, Medical Sciences, Computer Science, etc.
- Organized and able to multi-task and set priorities
- Excellent oral and written communication skills
- Proficient computer skills using Microsoft Office applications
- Self-motivated with an ability to work collaboratively with colleagues

**Preference will be given to applicants with demonstrated experience and interest in issues affecting the education of learners of African heritage.**

## Condition(s)

Offer of employment is contingent upon the successful candidate passing appropriate background checks.

Candidates must provide a recent *Criminal (Vulnerable Sector) Background Check* and *Child Abuse Register Check*.

## Period of employment

This is an expected Mon-Fri position with a one-hour (unpaid) lunch break. The selected worker must be able to accommodate flexible working hours as there may be work requirements outside regular business hours.

The work schedule will be adjusted accordingly to accommodate this requirement as no overtime is available for this position.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

**Job Code/ Req#:**

SMRCOR2026

**Updated:**

2026-06-23