STEM Activity & Education Support Assistant (Education Program Coordinator)

Equiforce's charitable arm, the Educational Resource Centre, is seeking an enthusiastic summer student to support the STEMforGIRLS program in preparing activities and materials for the 2026–2027 school year. This position is funded through the Canada Summer Jobs program.

What You'll Do

The STEM Activity & Education Support Assistant will support the Educational Resource Centre's STEMforGIRLS program in preparing for the 2026–2027 school year.

- Research STEM topics and assist in the development of hands-on STEM activities
- Support the drafting, editing, and testing of clear, age-appropriate activity instructions
- Participate in evaluation activities including feedback collection, trial runs, and activity refinement
- Help prepare, organize, and maintain educational materials, supplies, and tools
- Assist in assembling, labeling, and packing STEM chapter kits for future distribution to schools across Newfoundland and Labrador
- Track inventory and support the sourcing of materials for kits and summer programs
- Help set up and support delivery of summer STEM camps, including preparing activities, managing materials, and facilitating activity stations with staff
- Support logistics including workspace organization, materials management, and safe handling of tools and equipment
- Follow all workplace health, safety, and inclusion protocols and contribute to an organized, respectful, and harassment-free environment

This position combines STEM learning, curriculum support, youth programming, and logistical coordination to ensure high-quality STEM experiences for girls and gender-diverse youth across the province.

What You Bring

- Post-secondary student preferred, with preference given to students studying STEM, education, or a related field
- Interest in STEM education, youth programming, or education support
- Strong organizational and communication skills
- Ability to work independently and as part of a team

- Experience working with youth is considered an asset

All youth are welcome to apply. The employer will prioritize the recruitment of youth who face barriers to employment, consistent with Canada Summer Jobs program objectives.

The Details

Location: St. John's. Hybrid position (combination of in-person and remote work)
Start Date: To be confirmed (as early as June 8, 2026)
Term: 280 hours total (35 hours/week for 8 weeks)
Wage: $18.00 per hour
Education: Post-secondary education preferred
Canada Summer Jobs ID: 5399701

How To Apply

Please email your resume and cover letter to **hiring@equiforce.ca**.

Your cover letter should confirm that you meet the eligibility requirements for the Canada Summer Jobs program. All youth are welcome to apply. The employer will prioritize the recruitment of youth who face barriers to employment, consistent with Canada Summer Jobs program objectives. For more information see: education program coordinator - St. John's, NL - Job posting - Job Bank