CCEM Canadian Centre for Electron Microscopy McMaster University

Canadian Centre for Electron Microscopy
A. N. Bourns Building, B161
1280 Main Street West
Hamilton, ON L8S 4M1

CCEM Staff Position: User Activities and Outreach Coordinator July 6, 2026

The Canadian Centre for Electron Microscopy (CCEM) invites applications for a full-time User Activities and Outreach Coordinator to oversee the outreach program of the facility. This position is to develop, plan, advertise, implement and evaluate outreach events and user activities.

About CCEM:

The Canadian Centre for Electron Microscopy (CCEM), located at McMaster University, is a nationally recognized research facility, serving over 500 academic and industry users annually through its world-class suite of electron and ion microscopes. CCEM Academy, the centre's education and outreach arm, delivers training programs, workshops, seminars, and public engagement initiatives that connect the scientific community and the broader public with cutting-edge microscopy science, including the NextGen Microscopist Program, which introduces children as young as six to the wonders of electron microscopy. We are seeking a dynamic and detail-oriented Outreach Coordinator to join the CCEM Academy team. In this role, you will plan and coordinate a wide range of events and activities including conferences, tutorials, and tours; develop and implement marketing and community engagement strategies; manage CCEM's social media presence across scientific and public communities; produce and maintain educational content including videos, web content, and promotional materials in print and digital formats; and support the delivery of youth-focused programming through the NextGen Microscopist Program. You will also serve as a key point of contact for internal and external partners, contribute to scientific communications through technical reports and presentations, interpret published literature for promotional and client-facing purposes, support funding agency reports, and cultivate relationships with diverse stakeholders, all in service of advancing CCEM's mission to enable researchers and partners to solve tomorrow's material challenges for a brighter world.

Position Overview:

Responsible for developing, planning, implementing and evaluating marketing and community engagement strategies to promote scientific services, events and activities. Cultivate relationships with internal and external partners and responsible to deliver technical content. Responsibilities include:

- Plan and coordinate a variety of events and activities such as conferences, seminars, meetings, workshops, tutorials, and tours.
- Develop and implement marketing and community engagement strategies to promote existing and new services, activities and events.
- Write and disseminate a variety of materials such as announcements and promotional information in print and electronic formats.
- Prepare technical presentations and videos as marketing material.
- Write technical reports based on unit's scientific activity.
- Develop, cultivate, and maintain relationships with various groups and stakeholders.
- Act as first point of contact for events and activities to internal and external partners.
- Provide recommendations for future communication strategies and events.
- Collaborate with staff to plan and implement events and communication projects.
- Provide information on the suitability of space, venues, and set up for various events.
- Provide event management advice to others.

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- Coordinate the use of all facilities and meeting space within the department. Ensure that venues are booked, setup, cleaned, and that food service, and equipment rentals are provided.
- Develop and distribute evaluation surveys to various participants and stakeholders.
- Review and use survey feedback to assess and improve future events and activities.
- Gather, compile and summarize information from a variety of sources and documents and prepare reports for review.
- Apply specialized knowledge to review, critically appraise, and interpret published literature for the purpose of creating promotional materials and interacting with clients at events as a conference vendor.
- Monitor and reconcile event costs and verify the accuracy of all expenses incurred.
- Attend events to monitor arrangements and ensure the smooth functioning of all activities.
- Receive and respond to issues that arise during events.
- Generate a variety of ad-hoc reports and summarize data for review.
- Liaise with facilities personnel and suppliers of contracted services to ensure that all services agreed to have been provided.
- Update and maintain content on department website.
- Respond to inquiries that are specific in nature and require a thorough knowledge of program products and services.
- Develop presentations and deliver information at a variety of events.
- Source pricing information and order and maintain an inventory of materials and supplies.
- Exchange technical and scientific information with others in written and oral formats.
- Support the preparation and development of technical reports for funding agencies.

Supervision:

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

What We Are Looking For:

- Degree in Engineering, Science or a related field of study.
- Requires a minimum of 3 years of relevant experience.

Why Work at CCEM:
CCEM is committed to fostering a diverse and inclusive work environment and supporting professional growth. We believe that a broad range of experiences and perspectives enhances our ability to innovate and solve problems. You will work with leading-edge technology and collaborate with a variety of academic and industrial partners.

To be considered, you must apply at the internal website listed here:
https://careers.mcmaster.ca/psp/prcsprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1001&customTab=MCM_STAFF_POS&IgnoreParamTempl=customTab

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Employee equity statement:
McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the “Dish With One Spoon” wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster’s commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the Applicant Diversity Survey - Statement of Collection for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

- Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247), or
- Faculty of Health Sciences HR Office at ext. 22207, or
- School of Graduate Studies at ext. 23679

to communicate accommodation needs.

Hybrid work environment:
To ensure an ongoing and vibrant University community that meets the needs of our students, staff and faculty and supports the University mission, ability to work on-site continues to be a requirement for most University positions. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.
Interview experience

Interview Experience
At McMaster University, we believe in a comprehensive and inclusive interview process. Our interview methods encompass a variety of approaches that allow our hiring teams to provide a flexible and accessible experience for engaging with our candidates. Throughout your recruitment process at McMaster, you may be requested to participate in a variety of formats, that may include in-person, virtual or recorded interviews. If you have any questions as you move through the hiring process, please reach out to talent@mcmaster.ca or the HR contact associated with your position of interest.

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AI Statement:
McMaster and its third-party partners may use AI tools to screen, assess, or select applicants during the hiring process. Please note that currently our recruitment platform does not use AI nor is it part of our current recommended recruitment process.