



The STEM Connection - Program Coordinator 2023

The STEM Connection (TSC) is a non-profit organization that engages youth in STEM principles through accessible, nature-related experiences with a commitment to those who are underrepresented in STEM careers. Offering experiential STEM programming for youth in person and virtually we fuel dreams and inspire futures in STEM. Working with schools, families, and youth-serving organizations we provide award-winning, relevant services that empower and impact youth for today and tomorrow. The STEM Connection is committed to being diverse, equitable, inclusive, and accessible.

Job Description

TSC is looking for a qualified full-time Program Coordinator to join our team. A Program Coordinator oversees and assists with planning, developing, and implementing TSC programs that serve youth K-12 and provides consulting and technical assistance to program and support staff as a subject matter expert. Reports to the Director of Programs.

Responsibilities

- Support the development, organization, and implementation of a K-12 curriculum grounded in state standards
- Oversee assigned program(s) including procedures, staffing, planning, training, and communication
- Assist with assigned program(s) including planning, organizing, facilitating, and consulting
- Provide technical and subject matter support for programs and program staff
- Duties as assigned

Knowledge, Skills, and Abilities

- Passionate about serving, teaching, and empowering youth of a variety of ages and backgrounds
- Experience with curriculum design and program implementation
- Experience with video storytelling is a plus
- Ability to complete tasks in a professional, effective, and efficient manner
- Strong oral and written communication skills
- Ability to work as part of a team and also independently
- Coachable and a lifelong learner

Requirements

- Associate or Bachelor's Degree in education or a STEM-related or youth work-related field
- Experience implementing STEM curriculum and working with middle schoolers
- Ability to work flexible hours, including some evening and weekend hours
- Successful completion of a background check

Benefits

- Opportunity to be a part of a professional, award-winning nonprofit making a difference for youth
- Flexible schedule
- Competitive compensation

Salary Range: \$37,500 - \$42,500

Interested in applying? Contact TSC Executive Director, Vera Vander Kooy - hr@thestemconnection.org