



Position Available: Program Coordinator

Opens: November 13, 2020

Closes: November 20, 2020, for first consideration

Position Available: December 1, 2020

STEM Next Opportunity Fund is a national leader, strategic guide, policy advocate and investor that is bringing about a transformative expansion of high-quality and inclusive STEM learning opportunities. STEM Next recently launched the Million Girls Moonshot (MGM), an effort designed to engage one million school-age girls in the U.S. in STEM learning opportunities over the next five years primarily in out-of-school learning. For more information about MGM visit <https://milliongirlsmoonshot.org/>. To learn more about STEM Next, visit: <https://stemnext.org/>.

POSITION DESCRIPTION

The STEM Next Program Coordinator supports staff and consultants in organizing and driving programs forward, coordinating the work of all team members, and preparing documentation and schedules for execution. To succeed in this role, the candidate will have excellent time management and communication skills, with the ability to work with internal and external collaborators to deliver results on deadline. Ultimately, the Program Coordinator ensures that all projects and programs are completed and executed on time and meet high quality standards.

Specific responsibilities include, but are not limited to:

- Work with STEM Next leadership and/or project teams to track projects and workplans.
- Prepare and interpret flowcharts, schedules, and step-by-step action plans to report on project status and results.
- Coordinate, enter, and compile data in databases and maintaining accurate records. *This position will be a key stakeholder in the creation of a new Salesforce CRM.*
- Coordinate and prepare regular communications with program partners, including newsletters and emails, and website content updates. This may include research, writing, and editing content.
- Monitor and prepare reports and/or aggregate data for internal and external partners from various databases.
- Provide logistical support to project teams, particularly the associate director, including calendaring, coordinating events and meetings
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree and two years of related experience
- Proficient with content management systems, customer relationship systems (Salesforce preferred), Microsoft Word, Excel, PowerPoint, Google Suite, Mailchimp or other mass email platform, website management (Squarespace and/or Wordpress)
- Proficient with Zoom or other conferencing software
- Excellent written and oral communication skills
- Excellent customer service skills

- Excellent organizational skills
- Must demonstrate collaboration skills and the ability to work effectively as part of a team
- Familiarity with the communications, informal science, afterschool/out of school time, science, technology, engineering, and math (STEM) fields
- Resiliency to handle shifting priorities and maintain demeanor in high-intensity situations
- Ability to operate independently, working remotely.
- Detail oriented

WORKING CONDITIONS

The STEM Next Program Coordinator position is remote-based, with a flexible work schedule, reports directly to the Associate Director, and may require occasional onsite meetings in San Diego, CA.

COMPENSATION

This is a 50%-time position, 20 hours per week. Hourly position \$24-\$28 per hour, contingent upon experience, education, and skills. Retirement benefits are included for all employees. 10 paid holiday days and 5 paid sick days.

APPLICATION PROCEDURES AND DEADLINE

Applicants are required to return a cover letter addressing the required qualifications, and a resume with a minimum of three references by November 20, 2020. Applications received after that date will be considered until the position is filled. Materials must be emailed to:

Email: info@stemnext.org

Subject line: STEM Next Program Coordinator Position

STEM Next provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.