



## Teen Science Café Network Resource Guide Position Description

**Position Title:** Teen Science Café Network Resource Guide

**Position Type:** Part-time/Non-Exempt

**Reports to:** Director; Teen Science Café Network (TSCN)

**Location:** Remote position

### About STEM Next

As a national, nonpartisan nonprofit, STEM Next's mission is to make out-of-school STEM opportunities a reality for millions of young people to help them thrive in STEM and beyond. We believe STEM opportunities spark curiosity, innovation and critical thinking skills for today and tomorrow. STEM Next is the fiscal and administrative home of the TSCN.

### About TSCN

Teen Science Cafes (TSCs) are free out-of-school time programs hosted by a variety of organizations (including libraries, museums, aquaria, zoos, public gardens, nature centers, universities, after-school providers), wherein teen leaders, adult leaders, and Science, Technology, Engineering, and Math (STEM) experts collaborate on presentations and hands-on activities which explore science topics in-depth with teen audiences. The Teen Science Café Network is a free community of practice and support system for those offering TSC programs. TSCN Members have free access to professional development materials as well as learning and networking opportunities, including a national conference and regional affinity groups. The TSCN's mission is to grow and sustain a national network of TSC programs that support youth leadership, 21st century skill development, and demonstrate STEM career pathways through direct access to STEM experts.

### About the Role

The primary role of the Resource Guide position is to mentor new adult leaders in the planning, establishing, and perfecting of their local teen café programs. This position works to onboard new network members throughout the year, and, as an integral member of the TSCN National Resource Center management team will also assist as needed with special member programs offered by the Network such as member incentive programs and an annual national conference.

### Job Duties

#### On-Boarding and Mentoring (50%)

- Schedule and lead group Zoom platform informational and coaching sessions for new adult leaders



- Schedule and lead one on one Zoom platform mentoring sessions for new adult leaders
- Respond to communications with new adult leaders in a timely manner
- Develop and oversee online learning modules for new adult leaders
- Alert new adult leaders to upcoming training, as well as opportunities to share their cafés' activities via posts on the TSCN website, on TSCN social media channels, and at national conferences

#### Record Keeping (10%)

- Use the online relationship management platform Airtable to document the progress of new adult leaders' programs, their participation in the Network, and to capture stories, tips, and tricks from across the Network.

#### Additional Duties (40%)

- Participate in TSCN staff meetings
- Contribute as needed to special member incentive programs and to planning and/or hosting an annual conference

#### **Qualifications**

A successful candidate must have

- Minimum of a Bachelor's degree and 2 years of directly relevant experience
- Preferred experience in one of the following fields: museums, libraries, universities, or after school organizations
- Strong collaboration, meeting facilitation, and project management skills
- Demonstrated ability to manage multiple projects while meeting deadlines
- An ability to thoughtfully engage with professionals at various levels
- An ability to work with confidential information and issues using discretion and judgment
- Excellent written, verbal, and organizational skills as well as strong interpersonal and networking abilities
- Demonstrated commitment to advancing issues related to diversity, equity, access, and inclusion
- Demonstrated initiative, flexibility, openness to change and accountability
- Enjoys working within a remote team environment, and providing support to and collaboration with colleagues in different time zones
- Fluency in MS office Suite, familiarity, and ability to effectively use various online meeting platforms (such as Zoom), database management and a working knowledge of social media
- Reliable internet connection and personal computer

#### **Compensation**



This is a part-time, non-exempt position and not eligible for benefits with the exception of 401(K) retirement plan. The expected hours per week should not exceed 20 hours. Wage is \$25.00/hour. The position reports directly to the Director TSCN and must be available weekdays between 10:00am-6:00pm (ET).

### **Location**

This part-time, non-exempt position can be done on a flexible schedule remotely from anywhere in the U.S. with access to high-speed internet. The candidate should be comfortable and equipped to work efficiently in a remote work environment.

### **To Apply**

- Please submit your resume and cover letter to Katey Ahmann at [jobs@stemnext.org](mailto:jobs@stemnext.org).
- Include the position title in the subject line of your email.
- Application deadline: The job posting will close on July 15, 2024, at 6pm EDT

*STEM Next Opportunity Fund is an Equal Employment Opportunity employer that proudly pursues and hires a diverse workforce. We do not make hiring or employment decisions on the basis of race, color, religion or religious belief, ethnic or national origin, nationality, sex, gender, gender-identity, sexual orientation, disability, age, military or veteran status, or any other basis protected by applicable local, state, or federal laws or prohibited by Company policy. We strive for a healthy and safe workplace and strictly prohibit harassment of any kind.*

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the employer's needs and the position's requirements change.