

## Student Programs Coordinator

### The Organization

MSEF supports middle and high school students engaged in independent science and engineering research. These STEM learning projects help students think independently and critically as well as innovate around local and global challenges. Students experience the excitement of pursuing their interests & passions and the pride of showcasing their work. Through the science fair program, students experience the professional practices of working scientists and engineers.

### The Opportunity

MSEF is expanding programming beyond the historical practices of science fair. This requires transforming program materials, training, and outreach as well as supports for students, while addressing issues of access, opportunity, and bias. The new position of Student Programs Coordinator will play an important role in delivering on this transformation and will also play a key role in connecting students to opportunities beyond the classroom - and beyond the fair!

The Student Programs Coordinator will take the lead on creating an ecosystem of supports for students and teachers, as well as developing the accompanying systems to manage them. This will include communications, volunteer coordination, and event support.

As a small organization that operates a remote-only office, all members of the team work collaboratively- both supporting and learning from each other. This position will provide skill building opportunities for the successful candidate in educational programming and non-profit management.

### Here's What You Will Be Doing

#### Communications

- Create and maintain a toolkit of guides, templates, and critical communications for teachers, students, and regional partners.
  - Provide regular updates to partners, volunteers, and educators regarding ongoing opportunities
  - Coordinate with teachers who serve as the conduit for student recruitment and communication
- Example: You will provide updates to an organizational calendar with opportunities for students and teachers. Some of the items will be MSEF opportunities, while some will be opportunities that you've identified that students can participate in through regional university partners.*

#### Events and Programs

- Contribute to the creation and execution of programs and events
- Coordinate logistics for student-centered events
- Track engagement via database
- Attend and support events hosted by partners (academic, regional, corporate)

*Example: A corporate partner can host 10 students for a site visit to learn about their technology. You both help fine-tune the program format and content and organize the logistics of identifying students and getting them to the site visit.*

## Volunteer engagement

- Schedule, facilitate, communicate, and train for select programs (i.e. speakers, coaches, virtual feedback, judges)
- Work with Middle School and High School students and their teachers to identify beneficial content area expertise
- Outreach to MSEF alumni to connect with students across the state.

*Example: A teacher would like a guest speaker on data analysis and how to best present data for an optimal science fair project. You serve as the interface to identify what the teacher needs, who in MSEF's network can best provide the service, and coordinate the experience.*

## Are you a good fit?

- You enjoy making connections that will benefit young STEM enthusiasts
- You believe that anyone can find a place for themselves in STEM
- You don't mind working alone, but get excited when you have the opportunity to work with a team
- You're a dot-connector
- You love a good plan and chart of action items and you're comfortable making order out of chaos

## What's needed to succeed

- Experience with event and program management
- Experience supporting volunteers, managing student groups, or school-related programming
- Familiarity with science and/or engineering
- Excellent listening skills and strong writing skills
- Experience working with students historically underrepresented in STEM
- Driver's license and clean driving record
- Willingness to travel in-State
- Ability to work in a flexible work culture, with a balance of both reactive and proactive work
- Ability to work remotely as part of a team
- Willingness to assist with assorted tasks that inevitably arise with a small organization
- Facility with Microsoft Office software, Google, Slack, and other digital tools and experience with databases and organizational systems
- Prior experience with science fairs is not required

*MSEF is a small non-profit with a rich history and strong links to education, industry and academia. This position will be one of three other full-time staff on a team of 6. MSEF operates as a remote organization. All candidates must be amenable to working remotely. Given local events, meetings, and relationship building, candidates must be based in Massachusetts. MSEF is an equal opportunity employer and is committed to building a culturally diverse, equitable, and inclusive team. We encourage BIPOC applicants to apply. Salary starts at \$45,000 year and includes partial health insurance reimbursement, and the opportunity to contribute to a retirement plan. MSEF will provide and/or reimburse for technology needed to support a remote work environment.*

To apply, please send the following to [admin@scifair.com](mailto:admin@scifair.com):

- Cover letter outlining your interest in the position
- Resume
- Writing sample