



Virtual STEM Lab Assistant Site Director Role and Responsibilities

The Virtual STEM Lab Assistant Site Director (ASD) assists the Site Director in overall operations of Virtual STEM Lab. Assistant Site Directors interact daily with students, program staff, & STEM Superstars and are the representatives of Project Scientist in the communities they serve. They also work closely with program teams, supporting a creative and fun STEM-orientated environment that powers young girls to develop a deep love of learning and confidence in STEM. They support the Virtual STEM Lab welcome, Superstar sessions and classroom activities to create a fun and exciting STEM Program. ASD are problem-solving leaders consistent with fine-tuning operational logistics, ensuring program efficiency, and executing a successful virtual experience. You will bring your own flair and expertise to create a site-specific culture that will add value to the Project Scientist vision and mission.

*All offers are conditional on passing background checks and Live Scan results.

All Assistant Site Directors will be required to attend virtual training and orientation sessions, specifically in June prior to the STEM Lab kick off. Training sessions are **mandatory**. Those unable to commit to a training session will be evaluated on a case-by-case basis. Training schedule will be released in late May.

Virtual STEM Lab Assistant Site Director duties include:

Pre-Lab (May-June)

- Complete all onboarding and compliance training as needed for the role.
- **Support, Lead and Build Rapport.** Participate in position and cohort specific staff introduction and prep activities done virtually with the Site Director and Program staff).
- Attend mandatory Parent Orientation night in May or June.
- **Deliver STEM Lab Operational Logistics.** Support the Site Director as needed to prepare for the Virtual STEM Lab Welcome, Rosters and Zoom access daily operations.

During Lab (June - July) *Virtual STEM Lab runs for 6 weeks*

- You will be responsible for assisting the Site Director with daily cohort operations and support the virtual classrooms as needed based on your cohort.
- **Plan, Drive and Execute.** Run daily operations of Virtual STEM Lab, creating a high energy, fun and positive experience for campers. Ensure program efficiency through knowledge and understanding of daily staff schedules,

Superstar and Expedition Host schedules, Rosters and Zoom access links.
Support daily and weekly management of photos and virtual STEM lab recording processes.

- ***Coach and Develop, Team build and inspire.*** Attend and support the Site Director with weekly staff check-ins.
- ***Deliver on Customer Satisfaction.*** Develop relationships and communicate daily with program staff and students. Facilitate and manage one of the two Superstar breakout sessions, be available to assist with student questions and session collaboration. Support classrooms as needed based on the cohort & classroom needs.
- ***Take time to reflect on what's working and not working.*** Have a collaborative approach and communicate reflections weekly with the Site Director.
- ***Agility is Key.*** Be quick on your toes to switch things up as needed. Working with children requires constant kinetic energy and a positive growth mindset.
- ***Safety First.*** Build and maintain a safe and inclusive environment where all students and staff can thrive.
-

Post-Lab (Week after last Lab session)

- Participate in Program Staff Feedback and evaluation to provide inputs and thoughts on what went well and areas for improvement. Provide any lessons learned and inputs to the Site Director and Project Scientist Leadership.

QUALIFICATIONS:

- College graduate or equivalent work experience
- Experience working with K-8th grade children
- Previous experience leading teams (Management experience a plus)
- Demonstrates business acumen and ability to drive customer loyalty
- Proven ability to effectively delegate, follow up and communicate direction
- Demonstrates ability to assess talent, coach, develop and manage performance
- Demonstrates ability to manage and deliver on complex and competing priorities with time management and organizational skills

ABOUT US:

At Project Scientist, our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

- The only focused effort of its kind, Project Scientist is designed to create a STEM pipeline starting with girls as young as 4 years old to advance girls and women in STEM.

- We create a captivating learning environment that inspires girls to be innovative through a hands-on STEM experience.
- We believe there is an Einstein in EVERY neighborhood.
- We encourage girls to embrace failure as part of innovations & provide the support girls need to overcome it.
- Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

To apply for the Virtual STEM Lab Assistant Director role, please email your résumé to hire@projectscientist.org.

Applications will be accepted on a rolling basis through May 29th. Qualified candidates will move forward with a phone/Zoom interview with Project Scientist Program Leadership. Hiring will be completed by June 5th.

Any employment is contingent on the successful completion of a background check.

Project Scientist is an Equal Opportunity Employer and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. If you will need reasonable accommodations for the interview process, or have any issues with the application, contact us at hire@projectscientist.org.