

# PROJECT Scientist™

DIVERSITY. EMPOWERMENT. STEM.

**Title: Program Associate**

**Role: Resident Teacher and Spanish Programs Coordinator**

## ***About Us:***

**Our purpose:** To ignite and cultivate STEM confidence in ALL girls.

**Our promise:** She'll be ready. Preparing girls for a STEM confident future.

**Our Vision:** Educate 500,000 girls in STEM programs and careers by 2040.

## ***Project Scientist Team Values:***

**Team First:** we support each other

**Accountability:** responsibilities are assigned and accepted

**Growth Oriented:** we are humble, coachable, and willing to learn from our experiences **Determination:** we persist in the face of difficulties

**Integrity:** we are honest, and we keep our word, ALWAYS

## ***The Role:***

Do you dare to reinvent the future of STEM education for girls?

At Project Scientist, our purpose is to ignite and cultivate STEM confidence in ALL girls. As a Project Scientist team member, you will blaze a new trail to transform the way girls view the field of STEM and who a scientist is. Collaborating with the best of the best, you will feel challenged and inspired to do breakthrough work.

The ideal full-time Program Associate will have a love of teaching and display visible confidence in STEM and Educational Technology with knowledge of STEM teaching, NGSS, and culturally responsive pedagogy. As a culturally competent professional, this associate acts as a liaison for Spanish programs, and is excited about the opportunity to travel within the US and Mexico for our programs. This individual will work in our programs department and will collaborate across departments. This position is an opportunity for a currently certified teacher to gain teacher leader experience as well as non-profit program planning experience. The ideal candidate will be able to teach our Project Scientist STE(A)M or STEM lessons virtually and in-person, in both English and Spanish, for youth ages 4-12 as needed.

This role will also assist with scheduling and training PS teachers across the globe and works closely with our Sr. Program Manager. Duties typically include teaching and curriculum review (including creation of powerpoint slides, jamboard, and printed materials). It includes supporting the Sr. Program Manager, Director, and Chief Program and Impact Officer with program needs, and ensuring the operational and administrative success of the Programs Team via parent communications and providing excellent customer service and coordination.

This position currently reports to our CPIO, but will report directly to our Director of Programs.

What you'll do:

- Serve as lead teacher for Project Scientist Lab/Club and Teacher Institute as needed throughout the school year and summer.
- Train and provide feedback for seasonal staff, interns, and partner teachers as appropriate.
- Serve as a principal liaison between teachers, Sr. Program Manager, and Chief Program and Impact Officer.
- Perform specialized activities of a programmatic nature in direct support of the accomplishment of program objectives and protocol as well as create and update student facing STEM content.
- Share feedback and act as a coach to seasonal staff (teachers).
- Represents Project Scientist by providing excellent customer service to our partner sites, which may include schools, community centers, libraries, companies, etc.
- Performs other related duties as assigned.
- Note: The intent of this job description is to provide a representative summary of the major duties and responsibilities. Employees may be requested to perform job related tasks other than those specifically presented in this description.

Skills You Will Need Here:

- Bachelor's degree (BA or BS) required, preferably in Education or a STEM-related field. Elementary or secondary Teaching certification required (STEM or Math certification preferred)
- Minimum of 3 years of successful Teaching Experience and demonstrated success with implementing and identifying culturally responsive and equitable teaching practices with underserved populations
- Strong organizational skills and the ability to adapt and work well under pressure in a fast-paced, multi-task environment.
- Experience with PBL and STEAM or STEM Curriculum Development ● Excellent written and verbal communication skills
- The ideal candidate is personable, able to mitigate challenges, and provides excellent customer service, uses sound judgment to make administrative/procedural decisions, seeking direction when needed.

- Ability to coordinate and organize meetings and/or special events, independently coordinate day-to-day aspects of a specified program activity, conduct program planning, implementation, execute implementation of effective operational/administrative policies and procedures specific to the achievement of the objectives of the program. Support Sr. Program manager or Director in leading and training seasonal staff and/or students.
- Capable of gathering data and generating reports. • Capable of using personal computers and related software applications. • Capable of organizing resources and establishing priorities, maintaining records, writing and editing documents
- Relate to and interact with a diverse student and employee population
- Ability to work within a team, independently, and virtually
- Ability to balance competing requirements and needs of client organizations.
- A commitment to help underrepresented youth grow, learn and connect to STEM in the pursuit of gender parity in STEM careers
- Bilingual and Biliterate in Spanish required
- Ability to work remotely
- Ability to connect with and encourage youth ages 4-12
- Ability to travel up to 30% (US and Mexico)
- Residence in CA preferred
- Teacher Leader experience, preferred

### **Benefits**

- 100% Paid Medical, Dental, Vision
- 403 (b) Matched Retirement Plan
- Flexible schedule
- Ability to work remotely
- PTO
- Wifi / Mobile phone stipend
- Maternity/Paternity Leave
- Free Project Scientist tuition for children

Final offers of employment are contingent upon completing a background check that may include employment history, national criminal background check, national sex offender registry search, and a driving history check.

Project Scientist does not discriminate based on race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship \or any other basis prohibited by law in any of its policies or programs.

**Apply on our website for consideration for current roles. You may also send resume to [hiring@projectscientist.org](mailto: hiring@projectscientist.org)**