

## **STEM Program Coordinator**

### **Job Description:**

The Program Coordinator will be a part-time (approximately 25-30 hours per week) position reporting directly to the Executive Director and responsible for the successful initiation, development, operation, and growth of the new Connect, Challenge, Change (C<sup>3</sup>) program. Additionally, the Coordinator will assist the Executive Director and interact with other CLC-ONE staff to insure that the Center achieves its vision to help build a community where students develop the ability to command their own destinies and be a safe, friendly, learning destination for everyone.

### **Qualifications:**

#### Minimum:

- BA or BS degree with program leadership and/or teaching experience
- Demonstrated ability to take initiative and maintain growth with little supervision
- Well-developed interpersonal skills and ability to interact effectively with participating agencies and direct both program staff and outside vendors
- Successful team member with demonstrated ability to analyze information and adapt to a dynamic work environment
- Ability to organize process and set short term benchmarks to reach long term goals while planning for future innovation
- Experience with personnel organization and management
- Instructional experience either teaching or lecturing
- Excellent verbal and written communication skills
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint)
- Ability and willingness to work variable, non-routine hours throughout the week
- Passion for supporting at-risk youth

#### Additional:

- Familiarity with computer equipment and its maintenance and operation
- Ability to troubleshoot and repair small equipment
- Grant writing experience

### **Responsibilities:**

#### General:

Provide leadership and guidance for successful initiation and growth of the Connect, Challenge, Change program and its coordination with the Center's other programs and activities. Report weekly to the Executive Director and provide written monthly C<sup>3</sup> program status reports to the Center's Board of Directors and C<sup>3</sup> collaborating partners.

#### Program Management:

- Coordinate overall program execution with and by C<sup>3</sup> collaborating partners

Challenger Learning Center of Orleans, Niagara and Erie Counties  
(CLC-ONE)

160 Washburn Street, Lockport, NY 14094

- Organize and manage C<sup>3</sup> support staff and maintain a program calendar
- Supervise and participate (as appropriate) in program execution
- Coordinate with CLC-ONE office staff to schedule activities conducted at CLC-ONE
- Regularly monitor and report on program income and expenses and make timely recommendations for any necessary adjustments
- Plan and schedule monthly coordination meetings with C<sup>3</sup> collaborating partners
- Identify and quantify budget and personnel requirements
- Recruit and develop program volunteers, interns, and staff
- Periodically review and help adjust the annual program budget

Program Development:

- Develop strategic plans and set goals for the program consistent with overall CLC-ONE and program goals
- Supervise C<sup>3</sup> STEM and SEL curriculum preparation and delivery
- Insure the curriculum materials are maintained and updated as necessary
- Identify and recommend program modifications for approval and implementation
- Create messages for the Center's newsletter, Facebook, and other forms of CLC-ONE publicity and outreach
- Lead C<sup>3</sup> program publicity and oversee creation of marketing materials (brochures, ads, etc.)
- Connect with local resources including businesses, educational institutions, community groups, individuals and other non-profits to gain support for the C<sup>3</sup> program
- Foster and maintain open and healthy relationships with local resources
- With the collaborating partners, identify and actively pursue new C<sup>3</sup> students

Other CLC-ONE Support:

- Identify innovative ways to improve fundraising
- Assist the Executive Director to complete and file grant applications and reports
- Meet with potential donors

**Application Process:**

1. Email inquiries and questions to: [geophyz75@gmail.com](mailto:geophyz75@gmail.com)
2. Deadline for email submission of a cover letter and resume by prospective candidates is 5:00pm **Monday, September 10, 2018**. Email applications to BOTH: [clclockportone@yahoo.com](mailto:clclockportone@yahoo.com) AND [geophyz75@gmail.com](mailto:geophyz75@gmail.com)
3. Candidates selected for interview will be notified by September 14, 2018.
4. Interviews will be scheduled the week of September 17.