



## **Massachusetts Science & Engineering Fair**

MSEF supports independent science and engineering research by middle and high school students. Guided by teachers or mentors, students experience the professional practices of working scientists and engineers. The science fairs are the culminating events of months of preparation and provide students with the opportunity to present their ideas to the scientific community.

MSEF empowers teachers to use inquiry and project-based approaches to STEM learning so that their students can better understand their world, think independently and critically, and help to solve local, as well as global, challenges.

### **The Opportunity**

We are seeking an enthusiastic Program Manager to support the outreach of our programming across Massachusetts. This person will promote the science fair model, supporting inquiry-based learning in STEM in middle and high schools. The Program Manager leads the overall effort to both retain and identify partners.

### **Here's What You Will Be Doing**

#### **Outreach**

- Analyze the existing science fair footprint and opportunity footprint for the organization
- Work closely with regional contacts to reach out to prospective schools and community-based organizations
- Recruit and support new and returning educators

#### **Development**

- Develop community education/outreach strategy to promote schools & community-based organization involvement in MSEF opportunities
- Clear communication of the value proposition of inquiry-based learning in STEM for students
- Identify program needs of teachers, students and volunteers and develop programming (video, handbooks, training, etc.) to effectively meet those needs
- Train volunteers to support teachers and students

#### **Support**

- Manage record keeping of outreach and programming
- Write regular updates to be sent to partners, students, parents/guardians, and volunteers regarding on-going and upcoming activities
- Database management



## What's Needed to Succeed

- Experience as a STEM educator, either classroom based or community based
- Passion for STEM education and experience with the Massachusetts STEM education landscape
- Enthusiasm for keeping up with statewide information regarding STEM activities and news.
- At least 3 years of education program development and management experience
- Experience managing volunteers, strongly desired
- Strong organizational, interpersonal, and communication skills:
  - A personality that thrives on managing and prioritizing multiple tasks with attention to detail
  - The ability to build relationships with stakeholders, including staff, and external partners
  - Appreciation for the importance of written and verbal skills for varied stakeholders
- Experience working with a remote 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

*This is a grant funded position through December 30, 2021. Continuation will be contingent on available funding. We will be reviewing applications on a rolling basis.*

*MSEF does not have an office and operates as a remote organization. All candidates must be amenable to working remotely.*

*MSEF is an equal opportunity employer and is committed to building a culturally diverse, equitable, and inclusive team. We strongly encourage applications from a wide range of backgrounds.*

**Please submit a cover letter, resume, and two writing samples to [info@scifair.com](mailto:info@scifair.com).**