



Position Description STEM and Career Awareness Coordinator

Responsible to: Assistant Director

Summary:

The STEM and Career Awareness Coordinator is an integral part of the Strengthening Programs team at Vermont Afterschool. This position is charged with supporting afterschool programs and other youth-serving organizations in helping young people develop their self-identities through a focus on STEM, work-based learning, and college/career pathways. The project initiative has a strong focus on equity and on breaking down barriers to STEM learning experiences and promising career pathways for youth of all races, ethnicities, genders, geographic locations, identities, abilities, and family income levels.

Key Responsibilities include:

- **Empowering Third Space Providers** including: fostering strong relationships with afterschool programs and other youth-serving organizations to increase their ability to effectively facilitate STEM and career exploration programming; supporting them through resource curation and development; working with the Strengthening Programs team to deliver professional learning experiences that provide breadth and depth in content and facilitation skills in the area of STEM and career exploration; and developing a process of tracking and recognizing programs and staff that have demonstrated competence in delivering high quality STEM, financial literacy, and career awareness learning experiences for youth and have elevated these areas as important year-round offerings at their site.
- **Expanding STEM, Financial Literacy, and Career Programming** by: empowering programs to see STEM, financial literacy, and career awareness as critical skills for all youth, and to be integrated into programming at multiple levels; creating opportunities to connect young people across the state with college and career planning resources; developing programming to inspire students to tie individual interests within high-demand careers with science, math, engineering and technology education; and managing all aspects of STEM and career awareness program implementation by collaborating with the team on promotion, registration, scheduling, training, and materials management.
- **Building and Sustaining Partnerships** including: identifying, developing, and maintaining partnerships with those working in the areas of financial literacy, STEM, and college/career readiness; collaborating strategically with community and workforce partners to design, develop, and implement opportunities for real world engagement with colleges, careers, and community development; and assisting programs in connecting to their local partners.
- **Holding a Strong Vision and Best Practices**, through: adopting state and national best practices to expand and improve STEM and college/career learning opportunities for youth in afterschool; engaging in the long-range vision and planning that will accelerate quality STEM and college/career learning as an important direction for Vermont Afterschool; convening an informal advisory group to support research into innovative STEM and career awareness learning programs, partnerships and trainings while advising on the long term vision of these programs at Vermont Afterschool; and

providing ongoing evaluation of STEM and college/career programs for deeper understanding of effectiveness and quality by managing data collection and timely improvement plans.

- **Playing a Key Role on Our Team.** The STEM and Career Awareness Coordinator will work collaboratively with all members of the Vermont Afterschool team and may be asked to accept other duties as assigned to ensure a responsive and nimble organization serving youth and providers across the state.

Essential Skills Needed:

- Training and experience in education, youth work, and/or afterschool; preferably with an emphasis in STEM, career awareness, or working with middle and high school aged-youth.
- Experience providing training, coaching and/or mentoring support to professionals in STEM or career content and facilitation.
- Ability to build the confidence of youth and young people, inspiring them to think about life skills and careers for their future.
- Understanding of key elements of quality afterschool programming, including social emotional learning, youth engagement, voice and choice, personalized learning, and supportive environments.
- Familiarity with Vermont's *Next Generation Science Standards* and how they apply in afterschool STEM learning environments.
- Demonstrated vision and passion for supporting others in creating positive environments for the learning, care, and development of children and youth.
- Genuine interest in ensuring equitable access for all children and youth regardless of race, ethnicity, gender, geographic location, identities, abilities, and family income level.
- Demonstrated organizational and/or project leadership skills including: collecting and analyzing data; writing reports; developing outreach materials; and fostering positive relationships with a wide variety of afterschool providers, school-based educators, and families.
- Excellent communication and interpersonal skills, including proven record of working collaboratively with others.
- Ability to multi-task with excellent time management and organizational skills, and to work independently with self-direction.
- Confidence in solving problems with tenacity and perseverance.
- Understanding of standard evaluation methods and the ability to analyze data to inform project direction and improvement priorities.
- Proficiency in the use of technology, including MS office products (e.g., Word, Excel, Publisher), and the ability to produce documents and reports that are well-written and well-presented.
- Reliable transportation required. This position will require travel throughout Vermont at all times of year and may require time in the evenings or on the weekends. **Note: This will apply once COVID-19 travel restrictions have lifted for direct contact with providers.*
- While some flexibility is available, the position will be based primarily out of Vermont Afterschool's offices in South Burlington, VT.

How to apply:

We offer a competitive compensation package and the opportunity to play a role in growing an organization. Expected compensation for this position starts at \$25-\$28/hour and depends on qualifications and experience. This position is also dependent on continued grant funding.

To apply, please send a cover letter, resume, and three references to jobs@vermontafterschool.org. Applications are being accepted on a rolling basis and must be submitted electronically. We will begin holding interviews in mid-February. The position will be posted until filled and is available immediately.

Vermont Afterschool is an equal opportunity employer, and we especially welcome applications from individuals who will contribute to our diversity.