

# STEM Education Outreach Coordinator

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## **The Works: Ohio Center for History, Art, & Technology**

*We enrich people's lives by providing interactive opportunities that inspire creativity and learning. We are a center of inspiration and creativity for curious learners of all ages. We are an energetic, indispensable education and cultural resource. We are a catalyst for connection and positive change in our community.*

### **Objective**

Provide operational and instructional support for the STEM After Hours program initiative, a partnership to provide creative hands-on inquiry programming to middle school students in Licking and surrounding counties.

### **Responsibilities**

- Coordinate scheduling, development, and instruction of STEM After School programs and other outreach programming as needed
- Collaborate with the STEM education team to develop and facilitate special events programming, including Girls Night In Jr./Teen and Teen Tech Institute
- Maintain communication with STEM Director to identify program opportunities
- Participate in the development of evaluation metrics for program assessment
- Work with local businesses and industries to showcase their relevance to STEM and future careers
- Provide a high level of educational experience with all museum programming

### **Requirements**

- Minimum of Associates Degree/BA preferred
- Prior work experience in educational setting, experience or training in educational equity a plus
- Excellent skills in the areas of organization, attention to detail, time management, and communication
- Strong ability to think ahead, work both independently and as a team member, collaborate and coordinate with others

### **Specifics**

- Hours: Part-time, Monday - Thursday (20 hours/week, afternoons/evenings), Hours may vary
- Local travel required
- Salary: Compensation commensurate with experience and qualifications
- Position open from August 2017 – June 2018, renewable contingent upon grant funding

**Qualified candidates should submit a cover letter, resume, and 3 references to The Works.**

**Email:** [education@attheworks.org](mailto:education@attheworks.org)

**Mail:** Attn: STEM Education Director  
The Works: Ohio Center for History, Art, & Technology  
55 S. 1<sup>st</sup> Street, Newark OH 43055

**Questions?** Contact Meghan Federer  
Email: [meghanfederer@attheworks.org](mailto:meghanfederer@attheworks.org)  
Phone: (740) 670-8042

The Works is an equal opportunity employer.