**Gateway to Science**  
**STEM Specialist Job Description**

**Accountability/Authority:**  
Position reports directly to, and works in collaboration with, Programs Director.

**Job Summary:**  
The STEM Specialist will contribute to team efforts to advance the mission of Gateway to Science by collaborating with Programs Director to plan and implement onsite and offsite programming.

**Duties and Responsibilities:**

- Work with Programs Director to plan and present various onsite and offsite programs.
- Supervise program staff and volunteers involved in educational programs.
- Work with Programs Director to help train Programs staff in all STEM resources and activities to be presented for onsite and offsite programs.
- Present OST programs including (but not limited to) after school clubs, summer camps and Preschool Discovery Hour.
- Research, develop and maintain STEM resources and activities for onsite and offsite programs.
- Research, develop and maintain library of STEM resources to be used for digital outreach purposes (website, Facebook, email).
- Deliver STEMzone Programs statewide. Coordinate with Programs Director to deliver additional off-site programs.
- Prepare facility & materials and direct staff & volunteers for onsite and offsite programs.
- Maintain organization of supplies and materials.
- Prepare for and record video content to enhance GTS digital presence.
- Collaborate with Programs Director and other staff to execute STEM Spectacular Events and other large-scale programming.

**Skills & Educational Requirements:**

- Education degree with emphasis on STEM preferred.
- Minimum: Post-secondary coursework, two years’ experience in education or related field, and knowledge of educational process.
- A commitment to innovation and hands-on STEM education.
- Dependable with excellent organizational skills.
- Exceptional time management skills combined with attention to detail.
- Ability to work independently and on a team.
- The ability to think critically and creatively problem solve.
- Ability to work with wide variety of organizations and individuals.
- Ability to relate to children and encourage their exploration of STEM.
- Computer skills using e-mail, word processing, databases, spreadsheets and desktop publishing software.

**Working Conditions:**

- Evening and weekend work required.
- Travel required.

**Terms of Employment:**

- Salaried, full-time.
- Hours of work are flexible and should correspond with programming schedule.

**To apply, send résumé and salary requirements to:**  
Gateway to Science, Attn: Executive Director, 1810 Schafer Street, Suite 1, Bismarck, ND 58501  
Or email to: beth@gscience.org