Gateway to Science
STEM Educator Job Description

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

Job Summary:
The STEM Educator 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 programming 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 and summer camps.
- 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 solve problems creatively.
- 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, exempt.
- Hours of work are flexible and should correspond with programming schedule.

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