North Dakota’s Gateway to Science
Informal STEM Educator Job Description

North Dakota’s Gateway to Science is North Dakota’s hands-on science center with an interactive exhibit gallery in Bismarck. We provide informal STEM education in an out-of-school-time setting with workshops, afterschool clubs, camps, and family events. North Dakota’s Gateway to Science also delivers STEM workshops and large-group STEM events to schools throughout North Dakota.

The mission of North Dakota’s Gateway to Science is to inspire the scientist in everyone. We have an exciting opportunity for an individual who has a commitment to innovation and hands-on STEM education to share their passion for curiosity, exploration, and learning with the students we serve. North Dakota’s Gateway to Science programs serve preschool through high school students, with the majority of current programs for grades 1-5 and 6-9. The STEM Educator is a vital staff member of North Dakota’s Gateway to Science’s team who will spark students’ interests and connect their passions with STEM education and career opportunities in North Dakota.

Job Summary:
The STEM Educator will collaborate with the Programs Director to plan and deliver onsite and offsite programming, including afterschool clubs, camps, workshops, and community events.

Duties and Responsibilities:
Work with Programs Director to plan and present various onsite and offsite programs.

- Deliver hands-on workshops and programs to schools statewide. Coordinate with Programs Director to deliver additional off-site programs.
- Present OST programs including (but not limited to) after school clubs and summer camps.
- Collaborate with Programs Director and other staff to execute Free Family events and other large-scale programming.
- Maintain organization of supplies and materials.
- Work with Programs Director to help train programming staff in all STEM resources and activities to be presented for onsite and offsite programs.
- Prepare facility and materials for onsite and offsite programs.
- Supervise program staff and volunteers involved in onsite and offsite educational programs.
- Research, develop, and maintain STEM resources and activities for onsite and offsite programs.
- Research, develop, and maintain library of resources to be used for STEM at Home online outreach.

Skills & Educational Requirements:
- Education degree with emphasis on STEM preferred.
- Minimum: Post-secondary degree in related field or post-secondary coursework with 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.
Accountability/Authority:
- Position reports directly to, and works in collaboration with, Programs Director.

Working Conditions:
- Evening and weekend work required.
- Travel required.

Terms of Employment:
- Salaried, full-time, exempt.
- Salary range $35,000 - $40,000
- Hours of work are flexible and should correspond with programming schedule.

To Apply:

Mail cover letter, résumé, and references to: North Dakota’s Gateway to Science
Attn: Executive Director
1810 Schafer Street, Suite 1
Bismarck ND 58501

Or email cover letter, résumé, and references to: beth@gscience.org