
North Dakota’s Gateway to Science has 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. The Informal STEM Educator will collaborate with the Programs Director to plan and deliver onsite and offsite programming, including afterschool clubs, camps, workshops, community events, and the Gateway to Science on the Go program.

About North Dakota’s Gateway to Science
North Dakota’s Gateway to Science (NDGTS) is a hands-on science center with an interactive exhibit gallery in Bismarck. Our mission is to inspire the scientist in everyone. NDGTS is constructing a new 43,000 square foot building to be completed early 2023. The building includes a 13,700 square foot exhibit gallery, an education wing with a lab classroom, two additional classrooms, an innovation/maker space, lobby area, a deck on three sides of the building, and an outdoor classroom. The new facility will increase our capacity to serve all ages with exhibits and programs, and operate as the headquarters for our statewide outreach program.

Primary responsibilities
The Informal STEM Educator is a vital staff member of our team who will encourage students’ interests and connect their passions with STEM education and career opportunities through age-appropriate activities.

- Work with Programs Director and other educational staff to plan and present onsite, offsite, and virtual programs. These include (but are not limited to) after school clubs, summer camps, workshops, trainings, and other community programming.
- Deliver hands-on workshops and programs with our Gateway to Science on the Go program to schools and towns/cities statewide.
- Assist in developing STEM resources and activities for all educational programming, with guidance from Program Director.
- Collaborate with Programs Director and other staff to execute community events and other public partnership programming.
- Assist in training and supervision of program staff and volunteers involved in onsite and offsite educational programs.
- Maintain organization and inventory of supplies and materials.
- Prepare and maintain facility classrooms and materials for onsite and offsite programs.

Education and experience required
- Preferred: Bachelor’s degree in Education with emphasis on STEM, Child Development, or science-related field. 1-3+ years informal or formal education experience.
- Minimum: Associate’s degree in related field or post-secondary coursework with 2+ years experience in education or related field, and knowledge of educational process.
Traits and skills required

- Commitment to innovation and hands-on STEM education for all-ages, 0-99.
- Ability to relate to children and encourage their exploration of STEM. Ability to promote a welcoming environment to engage children and families, and maximize learning and enjoyment.
- Dependable with excellent organizational skills.
- Exceptional time management skills combined with attention to detail within a fast-paced, changing environment.
- Ability to prioritize work and meet deadlines. Ability to handle multiple tasks in a timely manner.
- Ability to work independently and on a team.
- Excellent interpersonal skills. Receptive to the ideas of others and able to work cooperatively with others. Ability to work with wide variety of organizations and individuals.
- Sense of curiosity with an eagerness to learn. Willing to ask questions, and apply feedback.
- Ability to think critically and solve problems creatively. Ability to be decisive, acting quickly to solve and prevent problems.
- Computer skills using e-mail, word processing, databases, spreadsheets and desktop publishing software.
- Ability to lift 50 pounds and perform physical tasks required to load, unload and setup educational program materials at a variety of onsite and offsite locations.

Terms of Employment

- Salaried, full-time, exempt.
- Salary $45,000 - $50,000 DOE
- Flexibility in work schedule is expected to correspond with programming schedule.
- Evening and weekend work as programming schedule is required.
- Travel (including multi-day and overnight) is required.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

Application deadline December 19, 2022. To apply, submit cover letter, resume, and references.

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