



Education Coordinator

Hours:

Daily schedule is flexible. Peak times are summer months and school holiday breaks. Usually work takes place M-F, but the occasional weekend work may be required. During 'peak times' one can expect to work full-time hours. If not during a 'peak time' the expected hours to be worked are 20-30 hours per week. Position is likely to develop into a full time role.

Position/Compensation:

Contractor position. Flexibility to work from home or the office space at UNO. Compensation dependent upon experience.

Job Description:

The Education Coordinator researches, develops, implements and evaluates STEM programs in line with GNO STEM's current Vision, Mission and Values. The Education Coordinator must be committed to the following:

- Improving/supporting teaching practices through collaborations with community organizations, education institutions and students as they pertain to STEM focuses
- Meeting the STEM needs of students and ensuring educational goals are achieved through various programs.
- Growing a STEM network with community partners and families to bring STEM related events and awareness to the Greater New Orleans Region

Roles/Responsibilities:

- Developing, implementing, maintaining and evaluating new curricula for teachers in the format of Professional Development Workshops
- Developing, implementing, maintaining, and evaluating STEM programs from students to include on-line/virtual learning, in person hands-on camps, summer camps and holiday camps
- Networking with various community STEM partners to create community education awareness through social media and STEM events
- Grant writing for specific project support as it pertains to STEM programming and events

Requirements:

- A minimum of 5 years teaching experience
- A Teacher Certification
- Experience with virtual/on-line learning
- Excellent communication and organizational skills
- Experience with STEM related subject matter a plus
- Background screening upon hiring

To apply, send a cover letter and resume to jennifer.lacoste@gnostem.org.